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# Dakota State University Graduate Catalog 2003-2004

Dakota State University

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DAKOTA STATE

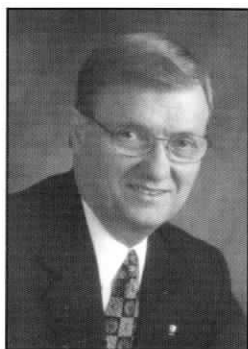


UNIVERSITY

Madison, South Dakota

**2003-2004**  
**Graduate Bulletin**

[www.dsu.edu](http://www.dsu.edu)



## **Welcome to Dakota State University**

Dakota State University is an exciting place to achieve your college degree. It is a unique institution with advanced computer resources, where academic programs utilize computer technology in every aspect of teaching and learning.

Rich in tradition, Dakota State strives to meet the needs of today's students. With its innovative approach to education and a faculty with diverse backgrounds and experiences, Dakota State offers the best opportunities for its students to learn and grow to meet the demands of today's society.

I encourage you to come to Dakota State University with questions and demands. We, the faculty and staff of DSU, will consistently meet your challenges with commitment and excellence. We are dedicated to you.

You are the reason Dakota State University exists, and we are proud that you have chosen to join the DSU family.

Dr. Jerald A. Tunheim  
President

*Graduate Bulletin 2003-2004*

*Vol. I*

**Dakota State University  
Madison, South Dakota 57042-1799  
(605) 256-5799**

The information contained in this bulletin is the most accurate available at the time of publication, but changes may become effective before the next bulletin is printed. It is ultimately the student's responsibility to stay abreast of current regulations, curricula, and the status of specific programs being offered. Further, the university reserves the right, as approved by the Board of Regents, to modify requirements, curricula offerings, and charges and to add, alter, or delete courses and programs through appropriate procedures. While reasonable efforts will be made to publicize such changes, a student is encouraged to seek current information from appropriate offices.

All policies listed in this bulletin can be found in Dakota State University's Policy Manual. Copies of this manual can be found online at [www.departments.dsu.edu/hr/newsite/policiesNew\\_procedures.htm](http://www.departments.dsu.edu/hr/newsite/policiesNew_procedures.htm).

The program descriptions included in this bulletin represent the approved content for these programs at the time of the bulletin's publication. Please note the South Dakota Board of Regents is currently engaged in a system-wide STUDENT Project, designed to merge the separate institutional student databases into a single database. Most of the program changes resulting from this project are reflected in this bulletin; however, some changes are still pending approval. Students should consult their advisor and/or the program coordinator for the most current program information.

***Americans with Disabilities***

It is the policy of Dakota State University to comply with all federal and state requirements of the Americans with Disabilities Act, the Rehabilitation Act of 1973 and other similar statutes and regulations as promulgated federally and by the State of South Dakota. To this end, the university has formed a committee (ADA Educational Programs Committee) whose purpose is to help ensure individuals with disabilities have the full benefit of educational programs offered by the university in compliance with the above laws. This policy is part of the university's total response to the Americans with Disabilities Act. (See DSU Policy 01-02-00)

***Equal Opportunity***

Dakota State University is committed to a policy of non-discrimination and equal educational opportunity in all student services and in all staff and faculty employment action, without regard to age, race, color, religion, sex, national origin, or disability.





## Accreditation

Dakota State University or specific programs offered are accredited by the following agencies:

- ◆ Commission on Institutions of Higher Education of the North  
Central Association of Colleges and Schools (NCA)  
*30 N. LaSalle St. - Suite 2400*  
*Chicago, IL 60602-2504 • (312) 263-0456 • 1-800-621-7440*
- ◆ National Council for the Accreditation of Teacher Education  
(NCATE)
- ◆ Division of Education of the South Dakota Department of  
Education and Cultural Affairs
- ◆ State Approving Agency as programs eligible for veterans  
benefits
- ◆ Commission on Accreditation of the Allied Health Education  
Programs
  - ◆ American Health Information Management Association
  - ◆ Committee on Accreditation for Respiratory Care (CoARC)
- ◆ Servicemembers Opportunity College

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ART	Art .....	60
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CET	Computer Education and Technology .....	50
CSC	Computer Science .....	60
ED	Education .....	60
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<b>Abbreviation</b>	<b>Degree Program</b>	
MSIS	Master of Science in Information Systems .....	34
MSET	Master of Science in Educational Technology .....	46

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## About DSU



This bulletin is neither a contract nor an offer of a contract. It serves as an introduction to Dakota State University, its graduate degree programs and student services offered. It is intended to help students select a career program that suits their career plans and life-long interests. It provides the information they need to pursue a graduate program of study at Dakota State University.

## **Mission Statement**

Dakota State University is an institution specializing in programs in computer management, computer information systems, and other related undergraduate and graduate programs as outlined in SDCL 13-59-2.2. A special emphasis is the preparation of elementary and secondary teachers with expertise in the use of computer technology and information processing in the teaching and learning process. A secondary purpose is to offer two-year and one-year programs and short courses for application and operator training in areas authorized.

### **Undergraduate Programs**

The following curriculum is approved for the university: Bachelor of Science degree programs in biology for information systems, computer graphics design, computer science, elementary education, elementary education and special learning and behavioral problems, e-commerce, English for information systems, exercise science, health information administration, information systems, mathematics for information systems, multimedia/web development, physical science, professional accountancy, respiratory care, and secondary education.

Bachelor of Business Administration degree programs in accounting, management information systems, finance, management, and marketing.

Associate of Science degree programs in application programming, business management, health information technology, office management, respiratory care, and Associate of Arts degree program in general studies.

### **Graduate Programs**

M.S. in Information Systems and M.S.Ed. in Educational Technology.

## **Strategic Statement**

*"DAKOTA STATE UNIVERSITY: HIGH TECH, personal touch"*

### **Background**

In 1997 the South Dakota Board of Regents adopted nine state policy goals. The following nine goals have provided a vision for public educational institutions of this state for the past several years:

- Access for all qualified South Dakotans;
- Enrollment in economic growth programs;
- Improvement in academic performance;
- Attraction and retention of qualified professionals;
- Development of faculty professionals;
- Collaboration among the universities;
- Enhancement of current technology infrastructure;
- Maintenance of current facilities and equipment; and
- Generation of external funds.

In June 2003, the Executive Director of the South Dakota Board of Regents released “South Dakota Opportunities”, a new vision statement for the Board. The policy goals contained in the report include the following:

- Access: Every qualified South Dakotan shall have access to public postsecondary education.
- Quality: South Dakota public universities and special schools shall provide a quality educational experience.
- State Wealth: South Dakota public universities shall engage in activities designed to enhance the state’s long-term economy.
- Efficiencies: South Dakota public universities and special schools shall continue to seek means for improving efficiency in the delivery of educational services.

A complete copy of “South Dakota Opportunities” is available on the Board of Regents website.

### ***Strategic Planning 2002-07***

Dakota State University views itself as a mission-driven institution that is a leader in the area of integrating technology into the academic disciplines of its curriculum. The strategic planning process has uncovered a strong determination on the part of the administration, faculty, and staff to continue to improve the institution’s services, environment and curriculum to continue to provide a quality education designed for a twenty-first century world. We view our campus as a safe, friendly, open, cooperative and collaborative environment. We see ourselves as flexible, adaptable and accountable. We are proud of our graduates and the high placement levels they achieve. We have a quality and caring faculty and staff who are student-focused. These are primary characteristics of the institution that we want to carry forward into our future.

In the process of planning, seven strong threads have been identified which all agree must be woven into the tapestry of DSU’s strategic planning goals and initiatives for the next several years. They are Technology, Accountability, Recruitment, Retention, E-Education, Fundraising, and Diversity.

A copy of the 2002-2007 Strategic Plan is available on the DSU website at [http://www.dsu.edu/strategic\\_plan.htm](http://www.dsu.edu/strategic_plan.htm).

### **Campus Diversity Plan**

Dakota State University is committed to providing an opportunity to learn in a rich environment free of intolerance and bigotry, one that teaches and honors the importance of the acceptance of differences in others. All members of the community have a responsibility to make DSU campuses and classrooms welcoming and respectful of each member’s differences and/or abilities. An investment in diversity is more than the act of recruiting diverse peoples to campus or celebrating ethnically themed events or holidays.

### **Diversity Mission Statement**

The Dakota State University community asserts these fundamental beliefs:

- Individuals who differ in age, creed, culture, exceptionalities, ethnicity, gender, race, sexuality, and socio-economic status all contribute to the diversity which we value in the university community.

- Respect for all individuals and interaction with people different from oneself are essential components of a university education.
- The university community pledges to promote an atmosphere, which encourages the development of potential and promotes the value of diversity.

## **Dakota State University's History**

Dakota State University has enjoyed a long and proud history of leadership and service since its founding in 1881 as the first teacher education institution in the Dakota Territory.

For most of its history, DSU has been identified with teacher preparation, first as a normal school and later as a four-year public college. The University has had several different names, among them Madison Normal, Eastern Normal, and General Beadle State College. The name, Dakota State College, was adopted in 1969. On July 1, 1989, Dakota State College became Dakota State University. The University title was conferred on the institution by the South Dakota Legislature in order to better reflect its purpose in the total scheme of the state's higher education system. Prospective elementary and secondary teachers continue to be educated here. To this traditional emphasis, DSU added business and traditional arts and science programs in the 1960s and two health services programs, Health Information Management and Respiratory Care, in the late 1970s.

In 1984, the South Dakota Legislature and the South Dakota Board of Regents turned to Dakota State University to educate leaders for the information age. In response to this need, Dakota State University developed leading-edge computer/information systems degree programs. The graduates of these programs enjoy enviable status in the national marketplace. As a leader in computer and information systems programs, DSU has pioneered the application of computer technology to traditional fields of academic endeavor. This thrust has led to the development of unique degree programs in biology, English, mathematics, and physical science.

In recognition of its pioneering, innovative and unique academic programs and outreach efforts, DSU was selected as one of the ten finalists for the 1987 G. Theodore Mitau Award. The Mitau Award is peer recognition by the nation's largest association of higher education institutions, the American Association of State Colleges and Universities, of the nation's top state colleges and universities for innovation and change.

More recently, Dakota State University has been named to Yahoo Magazine's list of the 100 most wired universities in the U.S. - ranking 12th on the list in 1998, 10th on the list in 1999 and 9th on the Baccalaureate II ranking list in 2000.

Dakota State University continues to serve the needs of a changing society in its second century. In order to provide its academic programs to a broader audience, Dakota State has taken a step forward in distance education by offering courses and academic programs via Internet, the Governor's Electronic Classroom, the Dakota Digital Network, and the newly renovated Technology Classroom Building. As society's educational needs change, Dakota State University will continue to evolve to meet these needs with -  
**EDUCATION, SCHOLARSHIP and SERVICE.**

## **DSU Graduate Programs in Review**

Dakota State University's graduate programs are a logical extension of the university mission. The graduate programs combine both theoretical knowledge and practical applications and are designed to meet real needs in the state and region in a world being shaped by continuously and rapidly changing technology. Computer technology is integral to all programs, graduate and undergraduate, at DSU. These programs are designed to prepare its graduates to be leaders in the information technology field, whether it is in a classroom or a boardroom. The University offers graduate programs in Information Systems, the Master of Science in Information Systems (MSIS), and education technology, the Master of Science in Educational Technology (MSET). The university's graduate council supervises all graduate work.

## **Vice President for Academic Affairs**

The Vice President for Academic Affairs, together with the deans of the academic colleges and the directors of the academic support units, is responsible for ensuring the academic integrity of the courses and programs offered by Dakota State University. As the chief academic officer of the University, the VP for Academic Affairs has direct responsibility for the academic programs offered by the institution, as well as direct responsibility for the Assessment Office, the Center of Excellence for Computer Information Systems, Computing Services, the Office of E-Education, the Office of Enrollment Services, College of Business and Information Systems, College of Education, College of Arts and Sciences, the Graduate Programs Office, and the Karl E. Mundt Library. Principal responsibilities of the office include the strengthening and further development of the curriculum and addressing exceptional situations regarding final exam schedules, grading standards and related academic matters.

## **Graduate Council**

The DSU Graduate Council was instituted by the Faculty Senate in 1986 to serve as the faculty body to oversee Dakota State University graduate courses and programs and to consider and make recommendations on all matters dealing with graduate level instruction. Graduate Council is composed of 11 voting members: the dean of each college, the director of the Center of Excellence, a graduate faculty representative from each college and a graduate faculty representative from each graduate program. Ex-Officio members include: the Vice President for Academic Affairs, the Director of the Graduate Programs Office, the Registrar, and the Director of the Library.

## **Graduate Faculty**

Graduate Faculty is composed of the University President, the Vice President for Academic Affairs, deans of the colleges, and other faculty chosen in accordance with DSU Graduate Faculty Policy. Graduate faculty are authorized to serve on graduate admissions and program graduate committees, serve as advisors to graduate students, teach graduate courses, serve on review/evaluation committees for graduate student assessment activities and serve on Graduate Council.

**Graduate Program Committees**

All graduate programs have graduate program committees comprised of all graduate faculty teaching or in serving as advisors to students in their program. The program committees are responsible for the general supervision of the graduate work in their program. The committees, working with the deans and the Graduate Programs Office, ensure coherent curriculum development and maintain program integrity. The committees deal with the specifics of program curriculum, instruction, advising, and scheduling.

**The Graduate Programs Office**

The Graduate Programs Office collaborates with and supports the functions and responsibilities of the Graduate Council, the graduate program committees, and graduate faculty. It specifically fulfills an advisory and monitoring role in matters concerning graduate policies and procedures and advises the graduate program committees on the implementation of graduate policies and procedures. The Director serves as a nonvoting member of the program committees and Graduate Council.

## *Dakota State University and You*

## University Facilities & Services

The University has a variety of facilities and services available to all students. Following is a description of university facilities, offices, and services that are important to the graduate programs and/or may be useful to graduate students.

### ADA Educational Programs

It is the policy of Dakota State University to comply with all federal and state requirements of the Americans with Disabilities Act, the Rehabilitation Act of 1973 and other similar statutes and regulations as promulgated federally and by the State of South Dakota. Dakota State University does not discriminate on the basis of disability in employment activities. The Vice President of Business Administration has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act and the rights provided thereunder are available from the ADA Coordinator, Robert Jackson. (Telephone: (605) 256-5823)

The University does not discriminate on the basis of disability in the admission process or in access to programs or activities.

To this end, the university has formed a committee (ADA Educational Programs Committee) whose purpose is to help ensure individuals with disabilities have the full benefit of educational programs offered by the university in compliance with the above laws. This policy is part of the university's total response to the Americans with Disabilities Act. (See DSU Policy 01-02-00)

### Procedures

1. An individual with a documented disability wishing academic accommodations to programs and/or services must contact the ADA Academic Coordinator, Dr. Robert Jackson, Science Center 148, (Telephone: 605-256-5823). Documentation must be no older than three years from the date of application/request for program modifications. Documentation will consist of medical or other diagnostic documentation of disability or limitations.
2. A formal written application for consideration of an academic accommodation must be submitted along with professional documentation of the disability as soon as possible prior to the time the accommodation is needed. It is recommended that, when applicable, requests be filed on initial admission to the university. No action can be taken by the university until the formal application and documentation are provided. Upon receipt of the completed application, the ADA Academic Coordinator, in consultation with a university consultant, will make decisions on requests for common learning and testing accommodations. In all other requests for accommodations, the chair of the ADA Educational Programs Committee will schedule a meeting of the ADA Educational Programs Committee for no later than ten working days after receipt of application. Each applicant will be handled and reviewed individually. The applicant will be notified in writing of the meeting place, date and time. The applicant may elect to attend the meeting if he/she so chooses.

- a. The purpose of the meeting with the ADA Educational Programs Committee is to discuss appropriate and reasonable accommodations to be recommended to the university administrator(s) responsible for effecting the accommodations. The committee, the applicant, and experts or advocates requested to be present by the committee or the applicant will discuss the request for accommodations and evaluation of documentation, if any, provided by a university consultant. The goal is to reach agreement on the type and extent of accommodations to give the student appropriate access to classroom information and tests that measure their knowledge without fundamentally altering the program. The resulting recommendations and minutes of the meeting will be forwarded to the vice president or designee for final approval and action. If the applicant elects not to meet with the committee, the committee makes recommendations based upon the applicant's written application, documentation, and other submitted material. The student is notified of the committee's decision by the chair.
- b. If the requested accommodations would result in a fundamental alteration of the service/program and/or requirements for the university, the committee will declare the need for further review of the request. The minutes of the meeting, without recommendations for accommodations, will be forwarded to the Vice President for Academic Affairs or his/her designee for further review and action. The Vice President for Academic Affairs or designee will make a final decision regarding program or service modifications and prepare a written statement to the student on the decision and the reason for the decision within ten (10) working days after receiving the minutes of the meeting. Copies of official minutes, and letters of notification and all documents, including the original application, professional documentation, and related correspondence will be filed with the ADA Academic Coordinator, declared personal and confidential, and thereafter communicated only to those who have a need to know, in accordance with the Family Rights and Privacy Act. Files will be maintained during the student's enrollment and destroyed three years after the individual's last official affiliation with the university as a student.
3. The Vice President for Academic Affairs or his/her designee will notify faculty and/or other university personnel who will be responsible for implementing the accommodations within ten (10) working days of the decision so as to ensure that the accommodations are in place for the individual at the earliest possible time in a new semester or new setting. If the documentation received suggests an accommodation, DSU will implement the recommended accommodation until such time that it is determined by the ADA Educational Programs Committee that the academic program is altered by said accommodation. Faculty/university personnel are required to maintain the confidentiality of the process, to strictly adhere to the officially designated accommodations, to share any problems or concerns only with their administrator or the Vice President of Academic Affairs designee, and to support the student's full and equal participation in the program or service.



The student will notify the ADA Academic Coordinator in the event that accommodation arrangements are not carried out in the recommended manner. Should individuals need additional accommodations, they may request a new meeting with the committee by contacting the ADA Academic Coordinator.

4. Faculty or other university personnel who are responsible for implementing accommodations for a student are encouraged to provide pertinent progress checks and make suggestions or address concerns regarding future services. Any formal evaluations must be submitted to the ADA Academic Coordinator for inclusion in the file within 10 working days of termination of the faculty's or other personnel's responsibility to that student. The ADA Academic Coordinator will examine all forms upon receipt and take any action deemed necessary, to include requesting another meeting of the committee.
5. The ADA Academic Coordinator will meet with all students served by this policy annually to determine if needs are being met. Individuals may be contacted to discuss their accommodations in more detail should it appear that adjustments or additional accommodations may be needed. A new meeting of the committee may be called and the process may be repeated beginning with step 2 above.
6. The decisions of the ADA Coordinator and/or ADA Educational Programs Committee and/or the Vice President for Academic Affairs may be appealed to the President within five (5) working days of receipt of the committee's recommendation. The President will provide a written response to the appeal within five (5) working days of receipt of the appeal. The President's decision may be appealed to the Office of Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, MO 64153-1367.

## **Alumni Office**

**310 Heston Hall, (605) 256-5692**

The Alumni Office is located on the third floor of Heston Hall. The Alumni Office takes an active roll in maintaining communication with alums in various ways including the Alumni Magazine, an 'ambassador' program, and with an online directory and other online services. It also promotes reunions, recruits class agents and designs and implements recognition programs. One of the most important responsibilities of the alumni office is to maintain an accurate, up to date database of the alumni and friends of the University. This database contains vital information that is used by the university community in maintaining communication links with former students and friends of DSU.

## **Assessment Office**

**206 Heston Hall, (605) 256-5663**

The Assessment Office is responsible for coordinating the activities associated with DSU's Assessment Program. Assessment office personnel help develop and evaluate final assessment activities for graduate programs. The Assessment Office also provides the campus with a series of assessment reports that are designed to be one means of assessing the curriculum, monitoring students' opinions, and providing additional information on the status of DSU's students.

## **Business and Education Institute (BEI)**

**Lowry Hall, (605) 256-5555**

The Business and Education Institute is Dakota State University's outreach department whose mission is to provide custom computer programming, computer support, training, and small business development services to K-12 schools, governmental agencies and private businesses. BEI's services include extended studies programs on a non-credit and for-credit basis, economic development projects, technical computer support and security. BEI uses interns in a variety of application development projects dealing with the development of customized software, systems integration services and technical support.

## **Career Services**

**112 Heston Hall, (605) 256-5122 • <http://www.departments.dsu.edu/career/>**

The Career and Placement Services Office assists DSU students with their immediate and long-term employment goals. It encompasses the areas of student employment, internships, and placement. The office maintains a list of positions available to DSU students, acts as a referral source for employers, hosts employers for on-campus interviews, publishes weekly job listings, participates in job fairs, conducts workshops, and offers individualized counseling and credential services. Graduate students interested in using the services of this office, should make an appointment to meet the director and have a resume placed on file.

## **Center of Excellence in Computer Information Systems**

**East Hall, (605) 256-5800**

The Dakota State University Center of Excellence in Computer Information Systems includes faculty, staff, and students who have a very high level of information systems skills together with knowledge in a traditional discipline. This combination of expertise allows them to not only utilize information systems technology in their discipline but also to develop a systems approach to applications of information technology. The primary goal of the center is to provide graduates who can take the lead both in development and application of information technology tools for a wide variety of uses in business, industry, government, and education. Students from any degree program can be admitted into the Center of Excellence if they meet the center's admissions standards. Admitted students then complete an 18 credit hour minor coursework, which could include an internship experience, a thesis, and other mandatory professional activities. Students who satisfactorily complete all of the requirements will be designated as graduates of the Center of Excellence. Applications for membership will be accepted from all undergraduate students who have completed less than 60 hours of total coursework. A secondary purpose of the center is to provide expert delivery programs related to computer and information management and hosts an annual conference to assist in the dissemination of results of the latest research results in the discipline.

## **The Community Center**

**500 N. 11th Street • (605) 256-5837 • <http://www.communitycenter.dsu.edu>**

The Community Center serves the health, wellness, recreational, and social needs of Madison, Dakota State University, and the surrounding area. The Community Center allows for the opportunity to learn the fundamentals of physical exercise and to select and pursue a personal exercise program. Facilities include: an aquatics area with a zero depth pool, whirlpool, sprayground, 75-foot slide and sauna; a youth center; general use area; a climbing wall; two racquetball courts and three basketball courts. The upper level has a fitness area, which contains equipment for cardiovascular fitness as well as free weights and Paramount equipment for weight training, a walking track and a large aerobics room. Cardiovascular equipment includes treadmills, stair climbers, rowing machine, cross-country ski simulator, bikes and cross-trainers. Fitness assessment, including body composition, circumference measurements, and flexibility are also available. For more information and hours of operation, visit our website at [www.communitycenter.dsu.edu](http://www.communitycenter.dsu.edu). DSU students enrolled in 6 or more credit hours have access to the facility through student fees. Students taking fewer than 6 credit hours may purchase a membership.

## **Computing Services**

**Lowry Hall, (605) 256-5675**

An exceptional computer environment is found at DSU. Computer laboratories are available in every academic building on campus. To provide ample facilities for both instruction and outside coursework, labs are used directly in teaching and for general access. For the convenience of students, microcomputers are located in the dorms, in the Trojan Center (student union) and the library.

The DSU LAN supports campus communication and provides easy access to licensed software. Each residence hall room includes two network ports for the convenience of students who wish to have their personal computer connected to the campus LAN. In addition to cabled connections, a wireless network also support mobile computing devices in each academic building, the Trojan Center, and the Library.

Computing Services staff provide technology support to faculty, staff, and students.

## **DSU Foundation**

**310 Heston Hall, (605) 256-5693**

The Dakota State University Foundation is a tax-exempt, private corporation established to raise philanthropic funds for the general betterment of Dakota State University. Funds are used primarily for student scholarships but are also raised to provide the University with funds for equipment, physical projects, student-life enhancements and in other areas not normally supported by state funds. The Foundation also manages a permanent endowment for the support of these efforts.

## **Dakota State University Language Institute**

**(605) 256-5267**

The Dakota State University Language Institute was founded in 1991 to provide an intensive program of English language study for international students who need to

improve their language skills before entering the university. Our mission is to provide language and computer skills to enable students to successfully complete the degree program. The program runs year-round for approximately 15 weeks each session. Beginning sessions are scheduled every year for mid-January, mid-May and early September. The institute provides full-time and part-time English instruction on a self-support basis. We welcome students from all over the world. Our enrollment often includes students from Japan, Thailand, Korea and Arab-speaking countries. Our classes are small to allow for individual attention. Our advisors assist with all aspects of American life.

## **E-Education Services (EES)**

### ***112 Technology Classroom Building (TCB) • (605) 256-5049***

E-Education Services is responsible for program planning, marketing, program implementation and overall management of courses and programs offered at distance at Dakota State University. Working in partnership with the colleges and the institution's academic support areas, E-Education Services works to design and develop active and collaborative degree programs at a distance.

E-Education Services is staffed with the Director of E-Education Services, the DSU Webmaster, an Instructional Technologist, a Web Support Technologist, Communications Network Specialist and a secretary. This team serves the needs of students who are enrolled in the online and videoconferencing courses at DSU. The office is the mainstay of distance services to students, working with the administrative offices of DSU to provide these services. The staff also serves the Web needs of faculty, staff and students at DSU and the needs related to educational technology. The office staff assist faculty in the design and implementation of courses delivered by various forms of technology. The office can be reached by calling 256-5049 or toll-free at 800-641-4309, or by email at [dsuinfo@pluto.dsu.edu](mailto:dsuinfo@pluto.dsu.edu). The E-Education Services web page is [www.departments.dsu.edu/disted/](http://www.departments.dsu.edu/disted/).

The video classrooms on campus are located in the Technology Classroom Building (TCB). The Governor's Electronic Classroom (GEC) is located in TCB 111. The Dakota Digital Network (DDN) video classroom is located in TCB 109. Anyone on campus who would like to schedule time in the video classrooms can contact Susan at E-Education Services.

The DSU Support Desk is covered under E-Education Services. Watch each semester for the evening and weekend hours. The Support Desk phone number is (605) 256-5073 or 800-641-4309. The email address is [support@pluto.dsu.edu](mailto:support@pluto.dsu.edu)

## **Fieldhouse**

### ***(605) 256-5229***

The DSU Fieldhouse and Trojan Field are used extensively for various athletic activities. Included among these activities are physical education classes, varsity athletic practice and competition, intramural sports competition, and information individual athletic activities. Schedules of the specific activities for this facility are posted within the Fieldhouse. Questions regarding use of the Fieldhouse should be directed to the Director of Activities.

## **The Karl E. Mundt Library**

**(605) 256-5203**

The Karl E. Mundt Library's goal is to assist the university to graduate students who are able to find, evaluate, and use information to solve problems and to make decisions effectively. These students should have the knowledge and skills to function successfully as continuous learners in a continuously changing information world. To successfully meet its goal, the library provides excellent collections, information systems, services, instruction, and staff.

The Karl E. Mundt Library provides access to an extensive collection of materials through its online library catalog, which includes the over 4 million holdings of more than 75 libraries in the South Dakota Library Network (SDLN). In addition to being an online catalog, the SDLN has been enriched by the addition of a number of external databases, most notably ERIC Journals in Education and ERIC Resources in Education, Argus Leader Index, Indian Country Today Index, and Books in Print. SDLN also provides the full text and images of articles online through the databases of Infotrac. Web-based access to the information services of the South Dakota Library Network, Infotrac, Proquest, Lexis-Nexis, ACM digital Library, Project Muse, FirstSearch and others provide students with access to databases critical to their disciplines. Materials held by other libraries are readily available through the electronic interlibrary loan system or full text, so rarely is the library unable to quickly meet student or faculty information needs.

The Library Audiovisual Equipment collection serves the non print needs of the campus. Meeting rooms and a viewing room equipped a large screen TV connected to various types of players and satellite downlink receiver are also available.

The Mundt Library is also home to a large networked computer lab designed for providing hands-on instruction in information retrieval and research methodologies. In addition to the collections, systems and services offered, library staff provides assistance and instruction to faculty and students through workshops, classroom and one-to-one instruction.

The library building is open seven days a week during fall and spring semesters, but 24-hour access to many resources and services is available through the World Wide Web. Visit the Mundt Library's homepage (<http://www.departments.dsu.edu/library>) to search for information, request services, and learn more about the Library.

A helpful staff, attractive surroundings, modern facilities, and extensive materials all combine to make the Mundt Library a vital part of the educational program at Dakota State University to students on and off campus.

## **Parking-Physical Plant**

**(605) 256-5222**

Physical Plant issues parking stickers and receives payment of parking fines. Information about parking tags and fines can be found at <http://www.departments.dsu.edu/physical-plant/parking.html>. University parking regulations may be found at <http://www.departments.dsu.edu/personnel/policies/018000.htm>.

**Vehicle Registration:** All Dakota State faculty, staff, and students must register all vehicles used on the campus whether or not they purchase a parking tag. Vehicles not registered will be fined \$10.00. Tags may be transferred to another vehicle that a person

drives, but are not transferable to another individual. Tags must be displayed on the rearview mirror, facing outside.

**Parking Permits:** Parking on campus on a weekday during academic terms, requires a parking tag, which can be purchased through the Physical Plant Office. Individuals parking in a reserved spot will be ticketed.

## **Production Center**

**#9 Heston Hall • (605) 256-5189**

The campus duplicating service is located on the lower level of Heston Hall. Students may utilize this service provided they do not infringe upon copyright laws or use the printed materials for personal profit. A plastic spiral binding capability also is available. Job orders are handled on a first come - first served basis. Payment is by cash or Trojan Gold. Copy machines located in the Library and the Trojan Center are also available for use. These machines will take either coins or the University Card. The Production Center also offers USPS mailing services along with UPS and FedEx shipping services.

## **Sioux Falls Site**

**2205 Career Avenue, Sioux Falls, SD 57104 • (605) 367-5640**

USDSU exists to provide the Sioux Falls community convenient local access to public higher education programs from the partner universities - the University of South Dakota, South Dakota State University, and Dakota State University.

Dakota State University provides these degree programs at the center: B.S. in Computer Information Systems, B.S. in Electronic Commerce, B.S. in Multimedia/Web Development, B.S. in Computer Science, M.S. in Information Systems, M.S. in Educational Technology, A.S. in Applications Programming, A.S. in Business Management, A.S. in Respiratory Care, A.S. in Health Information Technology, A.S. in General Studies, Minors in Computer Science, Networking and Computer and Network Security, Certificates in Not-for-profit Management, Health Care Coding and Programming and Systems Development. DSU also provides general education courses at the center on a rotating basis with USD and SDSU.

For specific program information, contact Enrollment Services at DSU, DSU staff in Sioux Falls at (605) 367-5381 or the staff of USDSU Sioux Falls at (605) 367-5640. Additional information is available at [www.usdsu.org](http://www.usdsu.org).

## **Smith-Zimmermann Museum**

**(605) 256-5308**

The Museum is operated by the Lake County Historical Society. Its collection reflects the history and culture of early South Dakotans. A parlor, dining room, kitchen and bedroom illustrate home furnishings used in the late 1800's and early 1900's. Other areas include a business section, farm equipment and tools, and a claim shanty replica to help interpret living conditions of many homesteaders. Early forms of transportation include a covered wagon, carriage, spring wagon, road cart for harness racing, sleighs, and a handsomely restored 1920 Oldsmobile. It provides an excellent opportunity to Dakota State students to become better acquainted with the history and heritage of eastern South



Dakota. Among the exceptional variety of items and materials from previous years are several pictures and articles depicting excerpts from the history of the University. Hours of operation are 1:00 - 4:30 p.m. Tuesday through Friday. Admission is free.

## **Student Health**

**(605) 256-5249**

The Student Health Office is located in the Trojan Center (opposite the Bookstore) and is staffed by a full-time Student Health Nurse who serves the campus as a health educator and advocate. Contracted health service providers include the Interlakes Medical Center and the Madison Community Hospital, which are both immediately adjacent to the campus on Washington Avenue. Students are referred to the clinic by the Student Health Nurse. The emergency room of the hospital is available for critical situations.

The Student Health Nurse coordinates the Wellness Fair, conducted each fall, and develops other health programs for the campus, both directly and as a member of the DSU Wellness Team, (which includes representatives from the Alcohol and Other Drugs Program, the Intramural Sports Department, the Student Development Office, the University Food Service and the Community Center).

The South Dakota Board of Regents has endorsed an accident and sickness insurance plan for students taking 5 or more credit hours, which also has provisions for their spouses and their dependents. Purchase of the insurance plan is required for all international students who are not permanent residents, their spouses and their dependents. Students are strongly encouraged to maintain their own health insurance coverage.

Immunizations may be obtained from the Student Health Office for the cost of the serum.

## **Student Services**

The purpose of Student Services is to provide programs, services and facilities which directly contribute to the personal growth of each student and which enable that student to be as successful as possible in their scholarly activities.

## **American Indian Center**

The American Indian Center (AIC) is committed to empowering American Indian students by providing the academic, social, and cultural support necessary for them to successfully become holistic leaders and citizens while maintaining their self-identity and preserving their Native heritage. The AIC fosters fellowship and services as a supportive foundation for students to help ease the transition from home to campus life. The AIC serves as a liaison between Native American students and the University promoting increased interaction and cross-cultural understanding throughout the DSU community.

## **Bookstore**

**Main level of the Trojan Center • (605) 256-5238 • <http://www.dsubookstore.com>**

The University Bookstore is operated as a service to students, faculty and staff. The store is conveniently located in the Trojan Center. It is a recognized source for textbooks, art and office supplies, general reading materials, full-version academically priced soft-

ware, university clothing and memorabilia. The Bookstore is open from 8:00 a.m. - 5:00 p.m., Monday through Friday, with extended hours during semester openings.

The Bookstore's major function is to provide the sale of textbook requirements in direct support of the academic programs of the university. Used books are available for many courses at a substantial savings over new book prices. The general reading section includes a reference area, study aids, computer resource books, regional authors, etc. The Bookstore will special-order a book for you, if it is not in stock, at no additional charge.

The Bookstore stocks such items as greeting cards, gift items, university t-shirts, sweatshirts, caps, backpacks, decals, school memorabilia, binders, folders, pens, pencils, notebooks, electronic items, computer supplies and convenience items. Other services include postage stamps for purchase, along with a mail drop and personal check cashing up to \$10.00. All sales are cash, check, Visa, MasterCard, Discover or Trojan Gold.

Full refunds are given on books which are returned in a new condition within three school days from date of purchase or three days from the date of your drop/add slip (copy required) and accompanied by the sales receipt. NO refunds are given after that time. Please do not write in your book until you are certain that you intend to keep it. At the end of the semester, a book buy-back is held during finals week. Books which are being used again for the next semester (based on written orders from instructors) will be purchased at 1/2 the new book retail price. If the bookstore is unable to buy your textbook, the Nebraska Book Company may be able to make you an offer at their wholesale prices.

## **Residence Life**

**(605) 256-5146**

Dakota State University is committed to providing residence halls which are comfortable and safe and which support personal growth. Not only does the student who lives on campus benefit from interaction with others in his or her hall, but he or she is more aware of the opportunities available on campus for learning and growth and better able to take advantage of them.

The combined capacity of Dakota State's four residence halls is 620. Emry Hall is home to 154 women and Richardson houses 192 men, while Higbie Hall (capacity 150) and Zimmerman Hall (capacity 124) are coed halls, with men and women on alternate floors. Each of the halls is staffed with a resident director, four resident assistants and a custodian. The resident assistants are students hired by the Residence Life Office to assist the resident director in creating and maintaining a quality living-learning environment. Each hall has a hall council, elected by the occupants, that serves to promote hall spirit and involvement. In addition, two apartment buildings, each having four 4-person and four 5-person apartments, are available to second and subsequent-year students.

Housing contracts are sent by the Graduate Office to prospective students upon their being accepted for enrollment. Room assignments are made by the Residence Life Office for new students in the order that their completed contract and room deposit is received. Roommate requests will be honored when each person requests the other as a roommate. All rooms are double occupancy. Single occupancy of a double room is permitted, where space is available and the student has paid the Single Room Charge, on the basis of seniority in terms of semester hours completed. Students receive their room assignment by mail beginning in mid-summer and are expected to move into the room assigned to them.



Each room is provided with study desks and chairs, single beds (consisting of frame, box spring and mattress and pad), closets and curtains. Additional furnishings in reasonable amount and size are permitted, including a small (six cubic feet) refrigerator. Students may lease lofts from the University if they wish to loft their beds. Students may not construct or purchase their own lofts. Local telephone service is included in the semester room fee and students are expected to provide their own phone. Students may obtain cable TV for \$25 per month (\$100 per semester) and, if they bring their own computer, may have it linked to the campus Local Area Network for \$60 per semester. Each hall has one or more kitchens, a small computer lab, TV lounges and card/coin-operated washers and dryers.

## **Student Development**

The Student Development Office, located in the Student Services Center in the lower level of the Trojan Center, provides a variety of services related to student retention. It functions as a central location for students, faculty and staff to establish relationships that will promote personal and academic excellence for each and every student. The personnel within Student Development support student involvement in, and ownership of, their unique learning process. The mission is to help each student succeed academically, socially, and personally in an interdisciplinary world. Relationship development, personal and career discovery and developmental counseling are tools Student Development staff employ to ensure student achievements and help students recognize the value of their unique skills, talents, ideas, awareness and capabilities.

Student Success Assistants work in the Student Success Center, located in the lower level of the Trojan Center. They assist students in career exploration and in learning basic academic skills. Student Success Assistants are students who have overcome challenges, have learned good basic academic skills, and are working toward achieving personal goals.

## **Counseling**

**Personal:** Personal counseling services are readily available and provided by the professional staff including on-staff counselors, resident directors, and resident assistants. Students can access personal counseling, chemical dependency counseling, and therapy services through agencies within the Madison community by referral of Student Development staff. Self-help resources are available for students, faculty, and staff on topics ranging from stress and time management to test anxiety and date rape. These resources are also on-line through the Mundt Library and can be checked out in the same manner.

**Academic:** The Student Development Office collaborates with and supports the counseling efforts of academic advisors. Supportive student development professionals will work with students and their professors if difficulties are encountered with their classes. Test anxiety and time and stress management problems are evaluated and solutions are implemented to achieve success in the course.

**Probation:** Students on academic probation are counseled, mentored, and monitored to facilitate the student's progress toward good academic standing. Regular meetings are conducted with on-going, individualized attention given to students on academic probation.

**Alcohol and Other Drugs**

AOD programming assists students in developing healthy life styles. Educational programs, mentoring programs, counseling, and alternative leisure activities contribute to retention and success of students.

**American with Disabilities (See Related Section in Institutional Policies)**

ADA academic assistance is facilitated through the Student Development Office. Professional personnel will counsel, refer, and/or assist students who have ADA-documented disabilities to help them to become successful and accomplished students. Programming is also provided to build student and faculty awareness of ADA issues.

**Cultural Diversity**

Dakota State University is committed to providing an opportunity to learn in a rich environment free of intolerance and bigotry, one that teaches and honors the importance of the acceptance of differences in others. All members of the community have a responsibility to make DSU campuses and classrooms welcoming and respectful of each member's differences and/or abilities. An investment in diversity is more than the act of recruiting diverse peoples to campus or celebrating ethnically themed events or holidays.

**Diversity Services**

The principle responsibility of Diversity Services is to educate and enhance the understanding, commitment, awareness, and dedication of the university to pluralism, social justice education, and preparedness to be successful in the evolving "global village".

Our commitment to diversity and academic excellence is reflected in the following goals for the university.

**GOAL 1:** To create a university that encourages and models respect for all individuals and provides equitable opportunity for the attainment of professional goals and personal fulfillment.

**GOAL 2:** To create a diverse community of students that reflects both societal and individual differences.

**GOAL 3:** To create a diverse community of faculty, staff and administration that reflects both societal and individual differences.

**University Card**

The University Card is the official identification card for the DSU community. It provides access to the Karl Mundt Library, the Community Center, residence halls and Trojan Center, and various activities, and athletic events. New students receive their Card upon their arrival to campus; thereafter, the Card is electronically reactivated each semester. The Card, which is not transferable to another person, should be carried at all times on campus.

In addition to serving as an access card, the University card carries the declining balance of one of the three meal plans, and also provides as a prepaid, stored value program called Trojan Gold. Funds stored as Trojan Gold may be used at the Bookstore, the Production Center, vending machines, laundry machines, copiers, concessions, and the Marketplace. It can also be used at several merchants off campus including Pizza Hut, Pizza Ranch, Skippers, Taco Johns, Citgo Classic Convenience, McDonalds and Dairy

Queen. A minimum deposit of \$25 is required to activate the account; thereafter, funds may be added at any time by means of cash, check or credit card.

If a card is lost or stolen, it should be reported immediately to the University Card Office (256-5146) in the Student Services Center. Once deactivated, funds are protected. The account balance, which can be verified at each point of sale, carries forward from semester to semester. At the close of a person's term at DSU, the unused balance, if greater than \$20, is refunded.

## **University Dining Services**

The University Marketplace, located in the Trojan Center and operated by ARAMARK, is the dining room of the campus. The A-la-carte pricing of all items allows the customer to select from a wide variety of food choices. Combo meals are also offered for greater customer convenience. A computerized cash register deducts the value of the food selected from the individual's meal plan balance.

The University Marketplace is a short walk from the surrounding residence halls. Its hours have been designed to fit student needs - 7:30 am to 9:00 pm Monday through Thursday, 7:30 am to 7:00 pm Friday, and from 11:00 am to 1:00 pm and 5:00 pm to 7:00 pm Saturday and Sunday. In order to meet the diverse interests of our customers, the University Marketplace offers an expanded style of service, including snack items, full meals, salads, pizza, Exhibition cookery, fresh baked goods and deli and grill items seven days a week. There are no restrictions on times to eat, what to eat or where to eat. The University Marketplace features pizza Monday thru Thursday evenings including an on-campus delivery option.

### **Meal Plans**

The University Plan is the basic meal plan and is designed for the moderate eater who will not be on campus a number of weekends. The total price is \$782.85, which includes 7% tax.

The State Plan is designed for the somewhat heavier eater and for a moderate eater who will be dining in the Marketplace many weekends. Its price is \$863.60, tax included.

The Dakota Plan has the heavy eater in mind. Its price is \$892.20.

The Flex Plan is for students residing in the 8-plex apartment style houses. Its price is \$633.65.

### **Withdrawals**

For a student withdrawing from the University, the meal plan refund will be based upon the pro-rata unused portion of the plan up to the sixty percent point.

### **Suggestions/Questions**

The University Food Service professional staff is dedicated to providing each student with as much personalized service as possible. Each student is treated as an individual, with individual concerns and interests. A Food Service Advisory Committee exists to provide student suggestions and concerns directly to the Food Service Director. Students are encouraged to contact the Committee or the Director with questions and suggestions.

## *Application and Admission Information*

## **Admission Information**

### **Admission to a Graduate Program**

Students wishing to pursue a graduate degree program apply to and are admitted directly to that program. Applications should be sent to the Graduate Programs Office for processing and a review for deficiencies. Applications must be received in accordance with deadline requirements set for that program.

### **Minimum Admission Requirements**

Dakota State University bases admission to its graduate programs upon the academic qualifications of applicants. The underlying principle for acceptance is a demonstration of ability to successfully complete the desired program. Basic entry requirements for unconditional admission include the completion of a baccalaureate degree from a regionally accredited college or university and evidence of the applicant's potential to complete graduate studies.

Evidence of potential for success includes:

1. Minimum undergraduate grade point average, as defined by the individual program;
2. Satisfactory score on the official standardized admission tests, such as the GMAT or GRE required by the specific program; and
3. Demonstrated basic knowledge in the discipline, as defined by the specific program.

Individual colleges in which specific graduate programs reside establish specific standards for admission and are responsible for admission decisions for their programs.

Students are admitted directly to a specific graduate program. Admission to all graduate programs is competitive and may be limited by facilities and personnel constraints.

### **Additional Admission Requirements for International Students**

All international applicants must be able to demonstrate sufficient proficiency in written and oral English to be successful in graduate school. Applicants whose native language is not English, and who have not obtained an undergraduate or graduate degree from an accredited American college or university, must take the Test of English as a Foreign Language (TOEFL) and score at least 550 (213 on the CBT). Students scoring below the minimum required score, but who otherwise meet the academic requirements, will be required to take non-credit concentrated English Language training at the Dakota State University Language Institute or some other similar language program. They will not be admitted to an academic program until they score 550 (213 on the computer version) on the TOEFL or pass the Michigan Test of English Language.

International Students must also be financially self-sustaining. DSU requires evidence that foreign applicants have financial support for at least two years.

Per South Dakota Board of Regents Policy, international students, their spouses and their dependents, except for those entitled to establish a legal domicile in South Dakota, who have enrolled in any Board of Regents university, are required to purchase the South Dakota Board of Regents endorsed student health insurance plan

### ***Certificate of Visa Eligibility***

The University can issue a Certificate of Eligibility (I-20 Form) only after the applicant has been admitted to the graduate program, satisfying both English proficiency and financial sustainability. In general, foreign students should not plan to arrive on campus until they have been officially notified of admission and have received the I-20 Form. They should have an F-1 (student) visa issued in their native country.

### **Admission as a Non-Degree Seeking Student**

Students applying for admission as non-degree seeking students must complete the Special Student- Post Graduate Application and submit it to the Graduate Programs Office for processing. A non-degree seeking student applies to take individual courses only, not for admission to a degree program. Special Students must have completed a baccalaureate degree. They are not required to submit transcripts or recommendations or to have a minimum GPA. Degrees will be verified.

### **The Application**

Applicants are responsible for assembling and submitting all parts of the application for graduate study. Each applicant must provide the following: completed application form; one official transcript for all college work except DSU graduates; three letters of recommendation; official scores of the standardized graduate admission tests (GRE or GMAT) required by the particular graduate program, and any required program specific documentation.

### ***Graduate Application Form***

A complete application form includes separate pages for a personal statement of educational objectives and educational/work honors. Specific degree programs may require additional documents or statements. A non-refundable application fee, drawn on a U.S. Bank, must accompany the form. If the application fee is not included, the application will not be processed.

### ***Official Transcripts***

Degree seeking students should have one official transcript from all institutions of higher education attended or currently attending sent directly to the Graduate Programs Office. Official transcripts do not need to be provided for DSU coursework. Neither photocopies nor transcripts marked "student copy" are acceptable, except under special circumstances with prior permission. Alternatively, official transcripts can be included in the application packet. To ensure their authenticity, the transcripts must be inside a sealed envelope. The registrar's signature and the school's seal must be across the sealed flap.

Students who apply before completing their baccalaureate degree should submit an incomplete transcript with their application. They should make arrangements to have the final transcript sent upon completion of the undergraduate degree. The final transcript should be filed during the first semester of graduate work.

Transcripts in a language other than English must be accompanied by an official translation provided by either a professional translation service or the college/university issuing the transcript.

### ***Letters of Recommendation***

Applicants should have three letters of recommendation, using the forms included with the application package, sent directly to the Graduate Programs Office. If instead the recommendations are included with the completed application, the references should seal their completed recommendation forms inside an envelope and sign across the sealed envelope flap to ensure confidentiality. Letters of recommendation should come from individuals who can comment on the applicant's academic ability and professional competency.

### ***Standardized Graduate Admission Tests (GRE or GMAT)***

DSU Graduate Programs require applicants to submit the scores from either the Graduate Record Exam or the Graduate Management Admission Test (GMAT). The test required varies with the program. Applicants should have the test scores sent directly to the DSU Graduate Programs Office. The DSU code numbers to use in order to have the test scores sent directly are:

- GMAT code number: 6066
- GRE code number: 6247

Both the GMAT and GRE are available in a computerized format and can be taken at any time at the following South Dakota site:

Prometric Testing Center  
4904 South Technopolis Dr.  
Sioux Falls, SD 57106

Information, including sample test questions and hints for taking the tests, is available at these addresses: [www.ets.org](http://www.ets.org), [www.gmat.org](http://www.gmat.org), or [www.gre.org](http://www.gre.org).

### ***Other documentation as required by individual college programs***

Applicants should check the graduate programs section for this information or contact the specific college or the Graduate Programs Office for more information on program specific application requirements.

### ***Immunization Requirement***

All new, incoming students born after 1956, who are degree-seeking students, and who receive instruction on a residential campus and students admitted after 1993 who are attending the USDSU campus in Sioux Falls must document their immune status for measles and rubella. Proof of two doses of measles vaccine or of the presence of an immune antibody titer against measles shall be required. Students who fail to provide satisfactory documentation of immune status will not be permitted to register or attend classes. **Immune documentation must be on file by the last day of late registration.**

### ***International Student Applications***

International applicants must submit evidence that they are proficient in English and financially self-sustaining. The following documents must be included in the application:

1. A baccalaureate degree that is recognized as equivalent to a 4-year bachelor's degree in the U.S. The credential must have an authorized signature clearly showing the date of entry in the program and date of graduation.



2. An English translation of their transcripts with a grade point average or overall percentage calculated and provided, either on the transcript or in a notarized document.
3. A minimum GPA of 2.7 on a 4.0 scale or the equivalent. The transcript or grade sheet must describe the grading system and indicate both the grading system used and the highest mark attainable and the lowest passing mark.
4. Test of English as a Foreign Language (TOEFL) Score.  
The university requires a score of 550 (213 on the computer version) or above.  
OR  
Proof of an undergraduate or graduate degree from an accredited college/university in the United States.
5. Documentation that they are financially self-sustaining.  
Students may use the DSU Declaration and Certification of Finances form, official bank statements, notarized support letters, or some other official affidavit.

## **Submitting the Application**

Applications should be sent to the Graduate Programs Office. Admission deadlines and entry semesters may vary. Please check with the Graduate Programs Office or the individual college to determine these. In general, applications should be submitted as far in advance as possible, but at least 30 days prior to the start of the entry semester. Applications from international students must be received at least 90 days prior to the start of the entry semester.

Applicants who are also applying for an assistantship must submit both applications by February 1st.

All materials submitted for application become the property of Dakota State University and will not be returned to the applicant.

## **Application Review and Evaluation**

Only complete application files will be reviewed for admission. The Graduate Programs Office Director coordinates the admissions process with the graduate program committees. The Graduate Programs Office first reviews the arriving materials to ensure applications are complete and to determine whether or not minimum admission requirements and prerequisites for admission have been met. Applicants are then notified of receipt of the materials and whether or not there are deficiencies in the package. As soon as an application is complete, it is forwarded to the relevant graduate program admissions committee for evaluation at their next scheduled meeting. The graduate program committee makes admission decisions. The Director of Graduate Programs notifies applicants.

### Incomplete Applications

On rare occasions, with well-defined extenuating circumstances, an incomplete application may be evaluated for admission to a graduate program. In such circumstances, the reasons for the deficiency must be documented. The committee has the authority to admit the applicant on a conditional basis or to waive the requirement.



## **Admission Status/Student Classification**

### ***Regular Admission (Unconditional Admission)***

The university and its graduate programs seek highly motivated individuals with educational and professional credentials that will enable them to be successful graduate students. Admission is based upon a combination of factors. Applicants who meet all published minimum admission requirements for the graduate program to which they are applying will be admitted unconditionally to that program as a regular admission.

Additionally unconditional admission can be granted to students, who, based upon a combination of factors, show academic achievement and a potential for success. These factors include satisfactory undergraduate grade point average, satisfactory verbal and quantitative scores on standardized admission tests, and demonstrated basic knowledge within the selected field. The admission committees can use an equally weighted composite score combining these variables to determine admission status.

### ***Conditional Admission***

Applicants who do not fully satisfy all admission criteria, (e.g. grades, test scores, demonstrated basic knowledge in the discipline, or other credentials) but do show sufficient promise may be conditionally admitted to the graduate program. Conditional admission permits the student to enter the program on a trial or probationary basis. A student admitted on a conditional basis must demonstrate potential for success by achieving at least a grade of "B" in each course in the first 12 credit hours. Students who do not meet this criterion will be suspended. The program may limit the number of conditional admissions.

### ***Special Student – Post-Graduate Status***

Students holding a baccalaureate level degree who wish to take graduate course work, but who do not want to enter, do not meet admission requirements, or have not been admitted yet to a degree program, may be admitted and enroll in graduate level courses as special students -post-graduate. Special students have not been admitted to the graduate program. They have been given permission to enroll in specific courses and must meet prerequisite conditions for the specific course(s), as determined by the course instructor. They are not eligible for assistantships or financial aid.

If a special student decides to work toward a graduate degree, he/she must apply for admission into the degree program. Courses taken as a special student will be applicable to a graduate degree upon petition to the dean. A maximum of nine (9) graduate credit hours earned while enrolled as a special student may be applied to a graduate degree program.

## Graduate Program Costs

Costs for graduate students are often higher than for undergraduate students. This is because graduate students typically receive a stipend or fellowship to cover living expenses, and they may also receive a tuition waiver. However, the cost of graduate programs can vary significantly depending on the institution and the program. For example, a graduate program in a field like business or engineering may be more expensive than a program in a field like education or social sciences. Additionally, the cost of living in the area where the program is located can also affect the overall cost of the program.

## Table 1

Table 1 provides a breakdown of the costs for graduate programs at various institutions. The table includes columns for the institution, the program, the tuition, the fees, the stipend, and the total cost. The data shows that the total cost of a graduate program can range from approximately \$10,000 to \$30,000 per year, depending on the institution and the program.

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## Graduate Program Costs\*

Costs for graduate school include tuition and fees, housing and food, books and supplies, and personal miscellaneous costs. The costs shown here include credit hour costs for tuition and fees, on-campus housing and meal packages.

Registration is not complete until all tuition and fees are paid in full. All fees, payments, and fines must be satisfied before any student records will be released and before a student is certified for graduation.

Since many factors can affect an individual's actual cost, you should contact the DSU Business Office to determine your cost.

### Tuition

Several factors affect an individual's tuition, including residency, reciprocity, citizenship, and location of the class. South Dakota certified teachers, National Guard, and state employees are eligible for tuition reductions. Students who are awarded graduate assistantships also receive a reduced tuition. Graduate students who take undergraduate courses pay the undergraduate tuition rate for those courses.

### Rates (per credit hour):

	<b>Resident</b>	<b>Non-Resident</b>	<b>MN. Reciprocity</b>
State Support	\$ 109.40 (graduate) \$ 72.10 (undergraduate)	\$322.45 (graduate) \$229.15 (undergraduate)	\$165.55 (graduate) \$ 90.70 (undergraduate)
Self Support	\$237.70 (graduate)	\$237.70 (graduate)	
Sioux Falls (Tuition +HEFF component)	\$177.40 (undergraduate)	\$177.40 (undergraduate)	
Self Support	\$215.80 (graduate)	\$215.80 (graduate)	
Outside SF	\$163.00 (undergraduate)	\$163.00 (undergraduate)	

### Fees

Fees are assessed per credit hour and are used to cover a variety of expenses. The University Support Fee (USF) is assessed to replace expendable supplies, defray cost of maintenance, repair and replacement of equipment testing and other instruction related costs. The General Activity Fee (GAF) covers health, services, the student union and other student services, such as admission to plays and athletic events, and athletic facilities. They are assessed only on state-support classes.

### Rates per credit hour

University Support Fee State	\$ 52.90
General Activity Fee	\$ 20.95
Salary Enhancement Fee (INFS/CIS courses)	\$ 16.85

**Other Fees (Where Appropriate)**

Application Fee	\$ 35.00
International Student	\$108.00
Lab Fee- course	\$ 22.80
Late payment	\$ 25.00
Course Challenge (each)	\$ 81.00
Transcript (each)	\$ 5.00 (\$2.50 for additional copy per same request)

**Housing and Food Costs**

Although there are no residences reserved only for graduate students, graduate students are welcome to reside in student housing. All applications will be processed in the same manner. Housing is available on a first-come, first-served basis.

The Madison community has several apartment complexes and other off campus housing. The Graduate Programs Office has a list of apartment complexes and rental agencies.

**Residence Hall (including telephone)**

Double Occupancy – \$761.40

Single Occupancy – \$989.30

**Apartments**

Shared Room – \$955.60

Single Room – \$1,073.10

**Food Service**

Minimum Plan – \$782.85

Maximum Plan – \$892.20

*\*All figures shown are recommended for 2003/2004. The Board of Regents establishes tuition and fees. They may be changed at any time without prior notification.*

## **Reciprocity Agreement**

### **Minnesota Reciprocity Agreement**

Minnesota residents shall be charged the rate established in the tuition reciprocity agreement between the South Dakota Board of Regents and the Minnesota Higher Education Coordinating Board. For further information on this exchange program, contact Enrollment Services.

### **South Dakota Residency**

To be classified as a South Dakota resident, a student must: 1) have been a bona fide emancipated resident of the state for at least 12 months, or 2) be the spouse or minor dependent of an emancipated person who has moved to the state for employment, or 3) must have married a bona fide resident of South Dakota. To change his/her state of residence to South Dakota for tuition purposes, a student must make application and be granted South Dakota residency by the Enrollment Services Center in Vermillion. The request to change residency status may be obtained from the Office of Enrollment Services at DSU. The request, along with all supporting documents, must be submitted to the Enrollment Services Center in Vermillion not later than the last day of late registration for the semester for which a student is applying for residency.

Physical presence in South Dakota for the predominant purpose of attending a university or other institution of higher learning does not count in determining the twelve-month period of residence.

### **Responsibility for Payment**

Students are responsible for payment of tuition, fees, and any other charges owed to Dakota State University. If a student fails to pay an amount owed by the established due date, the University will assess a late payment fee at the rate approved by the Board of Regents (currently no more than \$50) and interest at the prevailing rate authorized by South Dakota Codified Law. Further, all accounts that the university is unable to collect will be submitted for collection and forwarded to a credit reporting bureau. The university will recover from the debtor all collection fees and attorney's fees that result from collection of an account.

A student who adds any class hours after the billing invoices are issued for the semester must pay for those class hours by the established payment deadline or within 5 working days of registering for the class(es), whichever is later. Billing invoices for fall semester will be issued in early August; billing invoices for spring semester will be issued in late December. The university will not send billing invoices for added class(es). It is the student's responsibility to ascertain the amount due and remit it to the University. If a student does not meet the deadlines above, late payment penalties and interest will be added. Failure to attend class will not cancel the student's financial obligation to the university.

## Financial Aid

Financial assistance to qualifying graduate students includes scholarships, loans, and assistantships. The Director of Financial Aid in the Office of Enrollment Services coordinates sources of student financial aid (agency, private, federal, state and institutional). This includes Veteran Benefits and National Guard Assistance. Enrollment Services staff can assist students in determining educational funding options. Both the Office of Enrollment Services and the DSU Home Page (Discover DSU and financial aid) have complete listings of financial aid programs, costs, policies, other financial aid information sites and alternative financing options.

Financial aid questions should be directed to DSU's financial aid director, Rose Jamison at (605) 256-5152.

## Qualitative Measures

### Graduate Students:

A graduate student must meet minimum academic progression standards as established by the South Dakota Board of Regents. These standards are based on the student's cumulative grade point average and system term grade point average. The system term grade point average is based on credits earned from the six Board of Regents universities during a given term. The cumulative grade point average includes all credits earned (transfer plus system credit). All remedial and audited coursework is excluded from this calculation. Making satisfactory academic progression is as follows:

1. A student with a cumulative grade point average of 3.0 or better is considered to be in good academic standing.
2. If a student's cumulative grade point average falls below 3.0 in any academic term (i.e. fall, spring, summer) the student is placed on academic probation the following term.
3. While on academic probation, the student must earn a system term grade point average of 3.0 or better.
4. When a student on academic probation achieves a cumulative grade point average of 3.0 or better, the student is returned to good academic standing.
5. A student on academic probation who fails to maintain a system term grade point average of 3.0 or better is placed on academic suspension for a minimum period of two academic terms.

A review takes place at the end of every term (summer, fall, spring). A student placed on academic suspension is also placed on financial aid suspension. Being reinstated academically does not guarantee financial aid reinstatement. The student must separately appeal the financial aid suspension as outlined below (Appeal of Financial Aid Suspension).

## Assistantships

Each semester, the university and the graduate programs award a limited number of assistantships to qualified students. Award decision criteria are program specific. Assistantships are first and foremost an educational tool, providing graduate students the opportunity to apply some of the skills and knowledge they have acquired. The award

process is competitive, with the university striving to award graduate assistantships to those students whose skills and abilities most closely match the needs of the university.

Recipients of an assistantship receive a reduced tuition rate (1/3 state-support tuition rate) and a stipend as established by the Board of Regents. In return, assistants are required to work part-time within the university, usually in a job related to their program of study. They are paid to teach, support instruction, conduct research, or perform administrative tasks for the university. Three categories of assistantships exist: Graduate Teaching Assistantships (GTA), Graduate Research Assistantships (GRA) and Graduate Administrative Assistant (GAA)

To qualify for a graduate assistantship, students must be regularly admitted graduate students who are able to devote their full attention to the graduate program. Students seeking an assistantship must be registered for a normal course load concurrent with the appointment. Graduate students with other full time employment normally will not be considered for Graduate Assistantships. To apply for an assistantship, students must complete the Assistantship Application Form, including a description of specific skills, that is included in the application packet and submit it to the Graduate Programs Office for forwarding to the dean and program admissions committee. Appointments may be for any duration up to 12 months. Renewal is not automatic; rather it depends upon the academic performance of the student and the quality of work performed, and the needs of the University.

Individual colleges in which specific graduate programs reside establish specific procedures for awarding graduate assistantships. The MSIS program awards most of its assistantships to students who have been in the program for at least a semester. Very few incoming students receive assistantships.

## **Veteran Benefits**

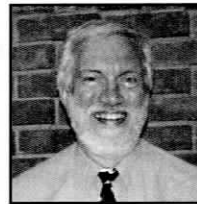
Dakota State University programs are approved by the South Dakota State Approving Agency as eligible programs for veteran benefits. Any veteran or dependent entitled to benefits, including tuition assistance through the National Guard, should provide eligibility documents to the Veteran Affairs Coordinator at DSU. The Office of Enrollment Services coordinates and certifies student Veteran Benefits required for payment.



*Graduate Program -  
College of Business and Information Systems  
Master of Science in Information Systems (MSIS)*



**Interim Dean:**  
Tom Halverson, Ph.D.



**Program Coordinator:**  
Terry Dennis, Ph.D.



**Mission:**

The mission of the College of Business and Information Systems is to educate and prepare students to be life long learners and professionals in business, information systems, computer science, business and computer education, and health information management. Inherent in the educational process is challenging individuals to develop information management skills, to think logically, and to make sound decisions. Information technology is integrated throughout the curriculum. This emphasis on information technology and faculty expertise provides the foundation for Dakota State University's Center of Excellence.

**Program Faculty:**

Richard Christoph, Terry Dennis, Omar El-Gayar, Thomas Farrell, William Figg, Tom Halverson, Stephen Krebsbach, Mike Schuldes, Ronghua Shan, Dan Talley, Zehai Zhou

**Graduate Program:****Master of Science in Information Systems (MSIS)****Program Description**

Today the need to understand and effectively use information is critical. Information Technology, which encompasses all aspects of managing and processing information, provides the tools and techniques that enable information to be gathered and used for strategic advantage. The MSIS is an advanced degree designed to prepare graduates for leadership positions in the information technology field. The program combines the technical foundations of computer science with key business concepts and applications. MSIS coursework focuses on the integration of information technology with business problems and opportunities, enabling information systems professionals to understand technological issues as well as business concepts and fundamentals.

**Goals and Objectives**

The MSIS program will prepare individuals for leadership positions in the information technology field. It will meet the needs of those individuals who are seeking to enhance their computer-specific knowledge by learning advanced technical and managerial concepts to facilitate professional enhancement. It will also meet the needs of those individuals who seek professional cross training in order to take advantage of new opportunities in the growing computer information systems field.

The MSIS will prepare individuals who will:

1. translate user requirements into effective computer-based systems and networks;
2. effectively manage existing information systems projects;
3. demonstrate knowledge of information systems, telecommunication protocols, and computer network theory, hardware and practice;
4. understand and apply current and emerging computer software technologies including CASE, DSS, Object Oriented programming, database management, electronic commerce, Internet applications and network operating environments;

5. implement managerial techniques to measure and improve information systems efficiency and effectiveness; and
6. provide leadership in the organizational efforts to adopt new technologies.

### **Program Delivery**

Courses in the MSIS program are offered using a variety of instructional delivery methods:

1. Face-to-face on site in Madison, SD in a traditional classroom setting;
2. Using interactive video-conferencing via the Dakota Digital Network offered at multiple sites in South Dakota (sites arranged to meet student need);
3. At a distance via Internet, using a combination of both live and/or encoded streaming videos of classes, interactive course web boards, course web sites, and e-mail. All courses are web-enhanced.

### **On-Campus Requirement**

Certain courses require a lab-intensive concentrated time on campus. These are course/technology dependent. At this time, only three classes require campus time:

1. INFS 750 Telecommunications Technology and Management, a core course
2. INFS 752 Advanced Network Technology and Management, a network administration & security specialization course
3. INFS 754 Network Security and Intrusion Detection, a network administration & security specialization course

These courses require hands-on activities and will require one lab intensive weekend on campus.

### **Time to Complete**

The program can be completed on a full or part-time basis, with classes offered in three academic terms, fall, spring, and summer. Time to complete really depends upon the number of credit hours taken per semester and the number of knowledge support courses needed. Full-time students (9 credit hours per semester) can complete the program in four semesters (assuming two knowledge support courses are required). The program must be completed within 5 years of the date the program is started (first course taken).

### **Admission Requirements Specific to the MSIS**

The Dakota State University Master of Science in Information Systems programs seeks highly motivated individuals with education and professional credentials that will enable them to be successful graduate students. Admission to the program is based upon a combination of the following requirements:

1. Baccalaureate degree from an institution of higher education with full regional accreditation for that degree.
2. Minimum undergraduate grade point average of 2.7 on a 4.0 scale. (or equivalent to a B- on an alternative grading system).
3. Satisfactory scores on the GRE/GMAT. The test must have been taken within the last five years.

OR

A grade point of 3.25 or higher on a 4.0 scale for a baccalaureate degree from a regionally accredited college or university in the United States.

OR

Official admission into and demonstrated success in another regionally accredited graduate program in the United States.

OR

Demonstrated success in another regionally accredited graduate program in the U.S. Demonstrated success means grades of A or B in at least 12 hours of graduate work.

OR

Graduation from a regionally accredited college/university in the U.S. at least 15 years ago.

4. Demonstrated basic knowledge in both business fundamentals and information systems. Basic knowledge can be demonstrated in several ways, including:
  - a. BS in information systems
  - b. BS in business administration combined with information systems work experience; or
  - c. A combination of any baccalaureate degree and appropriate work experience. Students who cannot demonstrate basic knowledge may be admitted unconditionally to the program if they meet the other minimum requirements, and the program committee is convinced their credentials indicate potential for success. These students will be required to take additional knowledge support course work.

Other factors (such as student maturity, references, or special expertise) also may be used to determine admission to the program.

### **Entry-Level Knowledge Requirements**

Knowledge requirements include:

- knowledge of economics from the micro-economic approach, understanding markets, the price system, and the allocation of resources;
- knowledge of finance including, financial statement analysis, capital investment analysis, working capital management, and corporate financing ;
- understanding of the behavior of individuals and groups in a business organization such that they can analyze organizational systems and take appropriate action with particular business structures, particularly overcoming resistance to change;
- knowledge of the different types of information systems (IS), the application of IT in organizations, and the role of IT professionals in developing, acquiring and managing IS;
- knowledge of management concepts as they relate to the management of information systems including: setting a direction for information resources, managing technology resources, and managing the information systems function;

- knowledge of computer hardware, software, communications, and operating systems (Windows and UNIX);
- ability to use spreadsheets for computations and analysis
- ability to create spreadsheets that support problem-specific decision-making activities; and
- understanding of the principles of programming and the ability to program.

### **Specific Application Information:**

1. Application deadline: All application materials must be received at least 30 days prior to the published start date of the semester in which the applicant wants to enter the program. International students, living outside the U.S., must submit all application materials three (3) months prior to the published start date.
2. Entry Semesters: Students may enter the program in fall or spring semester.

## **Program Description and Requirements**

### **Coursework**

The program requires 30 hours beyond the baccalaureate, divided into the following segments:

- Knowledge support courses - required of students who cannot demonstrate essential knowledge in both business fundamentals and information systems upon admission to the program (up to 12 credit hours)
- Core courses - required of all students (18 credit hours)
- Information Integration Project, which requires designing, developing and implementing a real application project - required of all students (a two - three course sequence for 3 credit hours);
- A three-course sequence of courses designed as a specialization - required of all students (9 credit hours).

## **Courses and Course Descriptions:**

### **Knowledge Support Courses:**

These courses, required of students who do not meet the knowledge requirements in business and information systems, are also recommended for students wishing to refresh their knowledge or reinforce what they have gained through experience.

#### **INFS 601 Information Technology Hardware And Software Concepts (1-3 cr.)**

Topics in information technology focusing on computer-based hardware, software, and communication systems concepts, and terminology. Intended for people who will use computers as everyday tools. Students will work with at least two operating systems (i.e., UNIX and Windows) and the creation of problem-solving applications using office-suite software. Required for non-information systems undergraduates. Students with an extensive IT background but without UNIX knowledge may take only the UNIX portion of the course for 1 credit with permission of the instructor.

#### **INFS 605 Information Systems Programming (3 cr.)**

Planning, coding, and testing computer programs that can be used for business applications. Emphasis will be on programming event driven graphical user interfaces. Prerequisite: Admission to the MSIS program or permission of the instructor.

**INFS 610 Economics and Finance for IS Professionals (3 cr.)**

Provides an overview of important principles and concepts in business, economics, and finance with an emphasis on applications for the information systems professional. Special emphasis will be placed on economic and financial models that have direct applications to information systems and related areas. May take ECON 201 and BUS 310 or similar instead.

**INFS 612 The Management and Evaluation of Information Systems (3 cr.)**

Introduction to the application of information systems in organizations and the role of managers in providing IS services to the organization. While the course includes a survey of the various topics that comprise information systems, it also focuses upon the knowledge and skills required to obtain organizational resources and manage the various IS components. Prerequisites: INFS 610 or equivalent.

***Required Courses:***

Required courses, to be taken by everyone admitted to the program, include six core courses (18 credit hours) and the information integration course (3 credit hours). Core courses build upon the knowledge support courses or appropriate experience. The information integration course should be taken after the majority of core courses have been taken and the specialization started.

Core Courses Include:

**INFS 720 Systems Analysis and Design Using Case-based Tools (3 cr.)**

A study of the advanced theory and practice of systems analysis and design concepts and techniques, with an emphasis on the design part of the systems analysis process. Computer aided software engineering (CASE) tools is emphasized throughout the course. Prerequisites: INFS 601 and INFS 612 or equivalent.

**INFS 724 Project and Change Management (3 cr.)**

A study of the principles and techniques used in managing information systems and organizational change projects. Project management software will be used in this course.

**INFS 730 Programming for E Commerce (3 cr.)**

An introduction to the architecture of WWW, usability of Web site designs and Web client programming. There is a substantial programming component in the course.

Prerequisites: INFS 605 or equivalent.

**INFS 750 Telecommunications Technology & Network Management (3 cr.)**

A study of telecommunications theory, systems, and networks according to the OSI model. Special consideration is given to Internet, Intranet, local and wide area network design, technical requirements, operation, and management. Hands-on network implementations required. (Can be met with on campus session or, where possible and practical, hardware/software at own location.) Prerequisite: INFS 601 or equivalent.

**INFS 760 Database Design and Performance Analysis (3 cr.)**

A study of the objectives of database design, creation, update and access. Data structures, storage, representation, dictionaries and advanced concepts are considered. Techniques of programming language interfaces, structured query language (SQL) are utilized. Prerequisite: INFS 601 or equivalent.

**INFS 780 Information Technology Strategy and Policy (3 cr.)**

Focus on the use of information systems technology to develop and maintain a strategic competitive advantage. Topics also demonstrate how Information Systems technologies

are used to enhance organizational performance and effectiveness. Prerequisites: Completion of all other core courses or permission of the professor.

### ***Information Integration Courses:***

#### **INFS 788 Information Systems Project- Planning, Implementation, and Continuation (1-3 cr. hr. repeatable)**

**Two to three course sequence: INFS 788 – Planning (1cr. hr.);**

**INFS 788 – Implementation (2 cr. hr.); and INFS 788 Continuation (1 cr. hr.)**

Special projects developed to integrate the specialized skills and knowledge presented throughout other courses in the Masters curriculum. Practical knowledge will also be acquired through the application of theoretical concepts to actual computer systems problems and opportunities in a real-world situation. Prior permission and approval of the project is required.

### ***Specializations:***

The specialization courses build upon the core courses and should be taken after the majority of core courses have been completed. Students must select a specialization of three courses (9 credit hours). Career Tracks include Data Management, Electronic Commerce, Network Administration & Security or General. The General specialization entails taking the first course from each of the other three specializations. Students may choose to take additional electives and more than one specialization.

#### **Data Management**

##### **INFS 762 Data Warehousing and Data Mining (3 cr.)**

The main concepts, components, and various architectures of Data Warehouse. Advanced data analysis and optimization of Data Warehouse Design. Data Warehousing and OLAP tools. Applying data mining algorithms to retrieve highly specialized information or knowledge about the data stored in the Data Warehouse. Prerequisites: INFS 605 (or equivalent programming) and INFS 760.

##### **INFS 764 Information Retrieval (3 cr.)**

Provides hands-on experience with procedural extensions to the SQL language for retrieval and manipulation of data. Topics include data control languages, control structures, looping and branching, local and global variables, exception handling, stored procedures and database triggers, cursors and cursor processing. Prerequisites: INFS 605 (or equivalent programming) and INFS 760.

##### **INFS 766 Advanced Database (3 cr.)**

This course is designed to give the student a strong foundation in the theoretical underpinnings of current database systems. Emphasis will be placed on database theory and will cover such issues as distributed databases, concurrency control, security, optimization, and specialized data models. It will also explore emerging database methodologies and their impact on current practices. Prerequisites: INFS 762 and 764.

#### **Electronic Commerce**

##### **INFS 732 Electronic Commerce (3 cr.)**

A study of Internet and Electronic Commerce systems. Emphasis on infrastructure of Electronic Commerce, online user behavioral differences, marketing on the Internet, online

advertisement, electronic payment systems, strategy and implementation, privacy and security issues, and global digital economics. Prerequisite: INFS 612 and INFS 730.

**INFS 734 Client Server Technologies**

(3 cr.)

A survey of techniques to manage Web servers. Topics include advanced design issues, Web server configuration, security algorithms and implementations, Web mining, load balancing, server extensions, Web agents, and current design techniques. Students will develop prototypes of Electronic Commerce sites with database interfacing, data validation, and scripting. Prerequisites: INFS 730 and INFS 732.

**INFS 762 Data Warehousing and Data Mining**

(3 cr.)

The main concepts, components, and various architectures of Data Warehouse. Advanced data analysis and optimization of Data Warehouse Design. Data Warehousing and OLAP tools. Applying data mining algorithms to retrieve highly specialized information or knowledge about the data stored in the Data Warehouse. Prerequisites: INFS 605 and INFS 760.

Network Administration & Security

**INFS 752 Advanced Network Technology and Management**

(3 cr.)

An advanced study of network technology and management fundamentals. The course stresses the state-of-the-art Internet developments that support the World Wide Web and a wide array of specific applications. Topics include various network protocols and algorithms and network management architectures and applications. Prerequisite: INFS 750.

**INFS 754 Network Security and Intrusion Detection**

(3 cr.)

This course provides a comprehensive overview of network security and intrusion detection. Topics include security overview, authentication, attacks and malicious code, communication security, Web security topologies, intrusion detection, firewalls and VPNs, security baselines, security algorithms, physical security, disaster recovery, forensics overview, and other state-of-the art developments. Prerequisite: INFS 750.

**INFS 732 Electronic Commerce**

(3 cr.)

A study of Internet and Electronic Commerce systems. Emphasis on infrastructure of Electronic Commerce, online user behavioral differences, marketing on the Internet, online advertisement, electronic payment systems, strategy and implementation, privacy and security issues, and global digital economics. Students will develop prototypes of Electronic Commerce sites with database interfacing, data validation, and scripting. Prerequisites: INFS 612 and INFS 730.

General

First course from each of other three specializations (INFS 732, INFS 752, INFS 762)



**Program Requirements Summary**

<b>Knowledge Support Courses (required only of students who do not meet specific admission knowledge requirements)</b>	<b>DSU Courses</b>	<b>1-12 Credits</b>
Information Technology Hardware & Software Concepts	INFS 601	1-3
Information Systems Programming	INFS 605	3
Economics and Finance for IS Professionals	INFS 610	3
Management & Evaluation of Information Systems	INFS 612	3
<b>Information Systems Core Classes (required of all students)</b>	<b>DSU Courses</b>	<b>18 Credits</b>
Systems Analysis & Design Using CASE-based Tools	INFS 720	3
Project and Change Management	INFS 724	3
Programming for E Commerce	INFS 730	3
Telecommunications Technology & Network Management	INFS 750	3
Database Design and Performance Analysis	INFS 760	3
Information Technology Strategy and Policy	INFS 780	3
<b>Information Integration Class (required of all students)</b>	<b>DSU Courses</b>	<b>3 Credits</b>
Information Systems Project Sequence: Planning, Implementation, Continuation (if needed)	INFS 788	1-3
<b>Specializations Select one (required of all students)</b>		
<b>Data Management</b>	<b>DSU Classes</b>	<b>9 Credits</b>
Data Warehousing & Data Mining	INFS 762	3
Information Retrieval	INFS 764	3
Advanced Database	INFS 766	3
<b>Electronic Commerce</b>	<b>DSU Classes</b>	<b>9 Credits</b>
Electronic Commerce	INFS 732	3
Client Server Technologies	INFS 734	3
Data Warehousing & Data Mining	INFS 760	3
<b>Network Administration and Security</b>	<b>DSU Classes</b>	<b>9 Credits</b>
Advanced Network Technology & Management	INFS 752	3
Network Security & Intrusion Detection	INFS 754	3
Electronic Commerce	INFS 732	3
<b>General</b>	<b>DSU Classes</b>	<b>9 Credits</b>
Electronic Commerce	INFS 732	3
Advanced Network Technology and Management	INFS 752	3
Data Warehousing & Data Mining	INFS 762	3



## MSIS COURSE ROTATION

Course #	Course Title	SU 03	FA 03	SP 04	SU 04	FA 04	SP 05	SU 05	FA 05	SP 06	SU 06	FA 06	SP 07
<b>PREREQUISITES</b>	<b>KNOWLEDGE REQUIREMENTS</b>												
INFS 601	IT Hardware And Software Concepts		X			X			X			X	
INFS 605	Information Systems Programming		X			X			X			X	
INFS 610	Economics and Finance for IS Professionals	X	X		X	X		X	X		X	X	
INFS 612	Management and Evaluation of IS			X			X			X			X
<b>CORE</b>	<b>CORE COURSES</b>												
INFS 720	Systems Analysis & Design		X	X		X	X		X	X		X	X
INFS 724	Project and Change Management		X	X		X	X		X	X		X	X
INFS 730	Programming for E-Commerce	X		X	X		X	X		X	X		X
INFS 750	Telecommunications Technology & Management			X			X						
INFS 760	Database Design and Performance Analysis		X		X	X		X	X		X	X	
INFS 780	Information Technology Strategy and Policy	X		X	X		X	X		X	X		X
<b>PROJECT</b>	<b>INFORMATION INTEGRATION COURSE</b>												
INFS 788: P INFS 788: I	Information Systems Project: Planning, Implementation, & Continuation	X	X	X	X	X	X	X	X	X	X	X	X
<b>SPECIALIZATIONS</b>													
<b>E - Commerce</b>	<b>SPECIALIZATIONS</b>												
INFS 732	Electronic Commerce	X				X			X			X	
INFS 734	Client-Server Technologies		X				X			X			X
INFS 762	Data Warehousing & Data Mining	X			X			X			X		
<b>Networking</b>													
INFS 752	Advanced Network Technologies & Management	X			X			X			X		
INFS 754	Network Security & Intrusion Detection		X			X			X			X	
INFS 732 (	Electronic Commerce	X				X			X			X	
<b>Data Management</b>													
INFS 762 (786)	Data Warehousing & Data Mining	X			X			X			X		
INFS 764 (787)	Information Retrieval		X			X			X			X	
INFS 766 (788)	Advanced Database			X			X			X			X

## **Assessment/Evaluation Activities**

### **MSIS Project**

Masters' projects serve as a final research activity conducted by students under the direction of the faculty. The MSIS project is a scholarly, integrative experience. Students must design, plan, and implement a real-world information systems project synthesizing the skills and knowledge learned throughout the program. Students are expected to apply the theoretical concepts learned in their coursework to an actual computer systems problem.

The MSIS Project is a two-semester sequence of courses, INFS 788: Project Planning and INFS 788: Project Implementation, during which students must:

- design, plan and implement an IT project demonstrating the skills and knowledge learned in their coursework
- prepare a detailed structured written report describing their projects and deliverables
- make a formal presentation to their committee and other students and
- submit the approved reports to the Mundt Library or binding and archiving.

This is an extremely important part of the MSIS program of study. A suggested sequence of events, descriptions of each stage, and detailed project guidelines are available online at [http://www.departments.dsu.edu/gradoffice/MSIS\\_current/msis\\_current.html](http://www.departments.dsu.edu/gradoffice/MSIS_current/msis_current.html).

Guidelines will be sent to students who register for the planning course, INFS 788 Project Planning.

### **Course Grade**

Course Grades are used as an indirect measure of student attainment of specific program goals and objectives. DSU Policy requires students to maintain a 3.0 GPA in the program, receive no grades below a C, and have no more than 2 grades of a C. If you do not maintain the required "B" average you will be placed on academic probation and given the opportunity to raise your GPA to 3.0 within the next nine credit hours. If you do not raise your GPA to 3.0 you will be suspended from the program. If you receive more than 6 credits of "C" or any grade lower than a "C" you are suspended from the program. You may appeal the suspension. If you have questions regarding either these goals and objectives or grading, you should receive the Satisfactory Progression Policy (DSU Policy 05-34-00) or speak with your advisor.

### **ICCP**

MSIS students are required to take the Certified Computing Professional Core Examination developed by the Institute for Certification of Computing Professionals (ICCP) before graduation. It is a graduation requirement. The core examination is broad, testing the ability to recognize, differentiate, and understand the definition of concepts covered. The concepts or topics covered include Human and Organizational framework, Systems Concepts, Data and Information, Systems Development, Technology, and Associated Disciplines (financial management and analysis, management science, information systems auditing, mathematics, and statistics).

Students should plan to take the exam in their final semester. It must be taken prior to graduation from the program. It is best to take it after completion of the core capstone course INFS 780 Information Technology Strategy and Policy. Their Application for Graduation will trigger a notification that they should plan to take the exam that semester. The cost of the exam is \$75.

The exams are computerized and are administered by the University Assessment Office and will be scheduled for one-week each semester (around University Assessment Day). After receiving the reminder that they must take the exam in that semester, students should call the Assessment Office to schedule an exam. They will be given procedural directions at that time.

The exam may be taken on one of the scheduled dates or arrangements can be made for another time, if the times set are not convenient. Students taking the program at a distance will be asked to find a proctor, and the proctor will administer the exam.

The grade on the exam will not affect program grades or graduation status. But, students who do not take the exam cannot graduate. The ICCP score is not counted for any grade in a course or used in your GPA. However, scoring well on the exam will have a positive affect on career potential. Results of the exam are sent directly to students. Copies are also sent to the Graduate Programs Office and student advisors for inclusion in their files.

The exam is used to access how well the program is teaching what it intends to teach. Students who wish to study for the exam (not required) can borrow study guides from the Graduate Programs Office.

## **Projects and Internships**

Internships are not a requirement for a student's project. However, often an internship can be an important factor in developing a project. If students have the opportunity to undertake an internship in their area of specialization that will aid them in planning their project, it will be approved. They must be registered for the planning course. The work must be tied to their project idea. Their employer, must send a signed document describing the work and the relationship to the project. The deliverable for that semester remains the project plan.

On very rare occasions, an internship can be helpful to the implementation of a project, e.g., students will be working with a software package that will enable them to complete their project. Students must submit a written description for the work they will be doing; it must detail the connection to their project as described in their approved project plan; and it must be signed by their employer. The deliverable at the end of the semester is their project report. Failure to have at least a rough draft of the report is likely to result in failure for the course and automatic suspension from the program.



*Graduate Program -  
College of Education  
Master of Science in  
Educational Technology (MSET)*



**Dean:**  
Thomas Hawley, Ph.D.



**Program Coordinator:**  
Mark Hawkes, Ph.D.

## **Mission:**

The 1881 Dakota Territorial Legislature established Dakota State University to prepare teachers to help meet the needs of an emerging society - that of the western frontier. Today, South Dakota again faces a new frontier - the Information Age - and Dakota State University now prepares teachers to meet the new challenges and to lead the process of change in schools. Our graduates have the will, the expertise, and the vision to advocate for the paradigm shifts that will be required of schools in the 21st century.

The mission of the College of Education is to prepare teachers who are catalysts for change - teachers who will be able to identify new demands on schools and teachers, posit creative solutions, and marshal a wide range of resources to affect necessary changes.

## **Program Faculty:**

Tom Farrell, Deb Gearhart, Mark Hawkes, Tom Hawley, Roger Reed,  
Vicki Sterling, Haomin Wang, Robert Warren, Don Wiken

## **Graduate Program:**

### **Master of Science in**

### **Educational Technology (MSET)**

The Master of Science in Educational Technology (MSET) is an educational/instructional technology program designed to meet the rapidly increasing demand for educators who are trained to integrate computer technologies into the curriculum and instruction. As computers and technology have become a significant part of the teaching and learning process, addressing the information needs of teachers has become the key to integrating technology into the classroom and increasing student learning. The primary emphasis of the master's program is to prepare educators so that they can create learning environments that integrate computers into the teaching and learning process.

## **Program Description & Requirements**

### ***A Collaborative Program***

Dakota State University and the University of South Dakota have collaborated in the development of this master's degree program. Each university's program has a unique focus, with DSU primarily providing graduate education for classroom teachers, in any educational environment. The programs share a common core of five courses (15 credit hours).

### ***Coursework***

The program coursework is divided into the following segments:

- Common core courses (prefix LT) shared between DSU and USD required of all students;
- DSU required courses (prefix CET) required of all DSU students; and
- Electives, including designated courses that are designed to permit specialization options in Distance Education and Technical Systems.
- Thesis option. You may choose to complete a thesis as part of your elective choices.

### ***MSET Degree***

The MSET degree is an advanced degree designed to equip educators to function in a new paradigm, the Information Age School. The program will equip you to be:

- leaders in educational technology;
- current in teaching and learning processes and practices;
- current in research technologies and programming skills;
- knowledge of technologies and programming skills;
- knowledge of current, technology-based educational tools and products.

Specifically by the end of the program you will understand the capabilities of the computer and its impact upon education. You will be proficient in a programming language and in the use and application of computer software and will be able to demonstrate proficiency in using computers and related technologies to improve your own and your students learning needs.

The program integrates a highly technological environment with a project-based curriculum. Its focus is supported by an institutionally systemic belief that there is a substantial role for technology in teaching and learning in all educational environments.

### ***Teacher Certification***

It is not necessary to have either an undergraduate degree in education or teacher certification to enter the MSET program. However, students without teaching degrees and/or certification should be aware that the MSET does not lead to teacher certification in South Dakota in educational technology unless the individual holds or is eligible for a basic elementary, secondary, or K-12 teaching certification. The degree does prepare individuals for positions in K-12 schools that do not require teacher certification.

MSET graduates may also be eligible for Dakota State University recommendation for certification/endorsement in other states, but because teacher certification/licensure requirements vary among states, Dakota State University cannot guarantee the graduate will be immediately certified/endorsed in a particular state. To obtain specific requirements, contact the Certification Officer in the College of Education.

### ***Program Objectives***

Graduates of the program will:

- Understand the capabilities of the computer, its impact on education, business, industry and government; and will be able to adapt to, understand, evaluate, and make use of new and emerging innovations in computer and information technology.
- Be proficient in the use and application of computer software.
- Be proficient with a programming language.
- Use systematic problem-solving and research-based human/computer interaction practices in the development of computer-assisted instructional programs.
- Develop the skills needed to maintain computer programs, computer systems and networks.
- Be aware of professional organizations in the field of computer education and technology and their impact on the field of education.
- Be aware of current trends and issues in computer education, distance education, electronic communications, computer hardware and software.

- Use telecommunications-based tools to integrate information into the classroom and the curriculum.
- Be proficient in finding, evaluating, and using current educational research to support continuous improvement in their profession.

### ***Program Delivery***

Courses are offered using a variety of web-enhanced instructional delivery methods using desktop technology. Delivery methods include Internet, Interactive Audio/Video (V-Tel) using the Dakota Digital Network (DDN), and on-campus classes.

Certain technology - intensive courses require a one to two-week campus residency. This residency requirement is limited to courses that require intensive hands-on activities. At this time, only three classes (two required and one elective) require campus time:

1. LT 731 Multimedia Production, a common core course
2. CET 751 Computer Hardware and Networking Essentials, a DSU required course
3. CET 753 Network Management in Educational Institutions, an elective that is part of the Technology Systems specialization

These courses require hands-on learning experiences with specialized hardware and/or software. They are always available during the summer and are scheduled for one to two-week intensive sessions on campus.

### ***Time to Complete***

The program can be taken on a full or part-time basis, with classes offered in three academic terms, fall, spring, and summer. The time it takes students to complete their degree really depends upon the number of credit hours they take per semester. If students are full-time (9 credit hours per semester) they will probably complete the program in four semesters, depending upon their choice of a specialization and/or the thesis option. Students must complete the program within 5 years of the date in which they begin the program (take their first class).

### **Admission Requirements Specific to the MSET**

The Dakota State University Master of Science in Educational Technology program seeks highly motivated individuals with educational and professional credentials that will enable them to be successful graduate students. Admission to the program is based upon a combination of the following requirements:

1. Baccalaureate degree from an institution of higher education with full regional accreditation for that degree.
2. Academic achievement and potential based upon a satisfactory undergraduate grade point average (2.7/4.0) and satisfactory verbal and quantitative scores on the Graduate Record Examination. To measure achievement and potential we will use a composite score combining GPA and GRE. The test must have been taken within the last five years. The test can be waived if you meet one of the following conditions:

- a. Admission to and demonstrated success in another regionally accredited graduate program in the United States. Demonstrated success is defined as grades of A and B in at least 12 hours of graduate work;
  - b. An undergraduate GPA of at least 3.4 from a regionally accredited university in the United States; or
  - c. A bachelor's degree earned at least 15 years ago combined with other demonstrated skills and competencies, including a record of successful continuing education.
3. Demonstrated basic knowledge of computers and their applications for educational purposes. Basic knowledge can be demonstrated in one of the following ways:
  - a. Technology endorsement from an accredited university
  - b. Inservice position as full or part-time technology coordinator in a public school.
  - c. A personal statement of technological competency. The statement should not exceed 2 pages and should be accompanied by supporting documentation or electronic references, e.g., URL.
4. Other factors (such as student maturity, references, or special expertise) also may be used to determine admission to the program.

### **Specific Application Information:**

1. Entry Semesters: Students may enter the Educational Technology Masters in either summer or fall semester.
2. Application Deadlines: Applications must be received 30 days prior to the start of the desired entry semester. International Applications must be received 90 days prior to the start of the entry semester.

### **Courses and Course Descriptions:**

The program requires a total of 36 credits beyond the baccalaureate degree: 15 hours of required common core courses; 10 hours of required DSU courses; and 11 hours of electives.

#### **Common Core**

The common core curriculum, delivered statewide using distance education technologies, is required of all students in the program. DSU and USD each teach two of the courses and share in the delivery of the fifth course. The five courses that have been identified as common to both programs have the same course prefix, number, title, course description, objectives, and syllabus.

#### **LT 712 Principles of Learning for Instructional Technology (3 cr.)**

This course will review theories of learning as they relate to on-line and technology supported learning. Principal theories of learning with a foundation in instructional design, such as behavioral learning, cognitive information processing theory, and constructivist learning will focus class activities and discussion. Also studied are the factors affecting human learning, including implications for the design and management of instruction. USD will teach this course.



**LT 716 Systematic Design of Instruction****(3 cr.)**

Students will learn concepts and tools for applying systems theory to instructional design, including needs, instructional, learner, and context analyses, objectives, assessment, strategy, development, and evaluation. Addresses client learning needs in various organizational settings: business, industry, government, health care, education, and not-for-profit. USD will teach this course.

**LT 731 Multimedia Production****(3 cr.)**

Students learn principles of visual design, use of sound and color, and hands-on production of text and animated resources for use in educational and training materials for the development of interactive multimedia and hypermedia lessons and presentations. DSU and USD will both teach this course. At DSU this course will require a summer one-week campus residency.

**LT 741 Introduction to Distance Education****(3 cr.)**

This course is an analysis of the history, philosophy, design, and evolution of distance learning systems. Distance learning is a worldwide concept and the course uses examples from many countries to emphasize institutional, program and course design methods and approaches. The course assumes a system perspective in the analysis of distance education and the distance learner. The various components of distance learning systems are introduced and overviewed including a) course development and design; b) course production; c) course delivery; d) learner support; e) evaluation of courses and the methods of cybernetic control of both student performance and instructional effectiveness; and f) research and evaluation of distance learning systems. DSU teaches this course.

**LT 785 Research Methods in Educational Technology****(3 cr.)**

Designed to develop the skills of the practitioner to be a consumer of computer-based learning research. This course covers basic and applied computer-based education research design and the interpretation statistics. DSU will teach this course.

**DSU Required Courses**

All DSU students take these four courses, totaling 10 credit hours.

**CET 720 Evaluating Technology Outcome****(3 cr.)**

Focus on the processes and procedures for identifying the outcomes of technology use at the learner, program, and institutional levels. A survey of strategies is also conducted for using technology in student assessment and for assessing learner outcome of technology integrated curricula.

**CET 751 Computer Hardware and Networking Essentials****(3 cr.)**

A study of computer hardware and networks used in the educational setting. Topics include hardware maintenance and upgrade, network wiring, topologies, planning, installation, and maintenance of computer networks. This course requires a 5-6 day summer on-campus residency.

**CET 756 Introduction to Instructional Programming****(2 cr.)**

Computer programming to promote human/computer interaction, especially as it applies to students and education. Emphasis on applying fundamental programming concepts and proper programming techniques to instruction.

**CET 765 Leadership in Technological Change (3 cr.)**

The course is designed to develop an understanding of how to create and support technological change through a systems approach. Topics include sources of resistance to change, tools for planning, decision-making and change, creating and supporting a culture for learning and change, and managing and institutionalizing change systems.

***DSU Elective Courses***

DSU students must take 11 hours of elective courses, choosing either the thesis or non-thesis option. The thesis option, CET 798, counts for four elective credit hours. Students may not take both the thesis option (CET 798) and the Educational Computing Project (CET 788). Nor can they choose both the thesis option and the practicum (CET 795). Students registering for the practicum (CET 795) must obtain permission from their advisors.

**CET 726 Technology in the Curriculum (3 cr.)**

The course promotes the systematic design and development of computer-based and related technologies curriculum. The course also examines the impact of technology on the teaching and learning process.

**CET 747 Web & ITV Based Applications of Dist Ed (3 cr.)**

A study of the processes and procedures for using Web-based and distance education technologies to support learning. The course includes a survey of instructional strategies on these platforms best addressing unique learning styles. The focus will be on applying the technology in ways that facilitate learner collaboration, distributed learning and an engaging learning environment.

**CET 749 Policy and Management of Distance Education (3 cr.)**

Using the systems approach, this course examines the model of governance of distance education organizations. The course focuses on identification and analysis of the institutional policies, management procedures and strategic planning efforts necessary to managing distance education programs in a way that is engaging and equitable to the learner. Topics include: conducting needs assessments, preparing new programming tools, marketing plans, developing budgets and management plans, developing program evaluations, and so on.

**CET 750 Multimedia II (2 cr.)**

Developing computer-based educational software using hypermedia, authoring languages, telecommunications, and programming languages based on current educational research. Prerequisites: CET 756

**CET 753 Network Management in Educational Institutions (3 cr.)**

Network management of educational institutions and networks. Topics include protocols, security, configuration of storage, backup and performance, printing, remote access, virtual private networks, tuning and troubleshooting. This course requires a one-week summer residency on campus. Prerequisite: CET 751

**CET 758 Advanced Instructional Programming (2 cr.)**

Development and application of educationally sound programs for a variety of student groups and subject areas. An extension of techniques developed in CET 756 Introduction to Instructional Programming. Prerequisite: CET 756.

**CET 760 Social Impact of Computer Technology (2 cr.)**

Telecommunications technologies will be used to research the social impact of technology on other social systems. Future trends of technology will be explored for the purpose of examining the paradigm shift in education and training.

**CET 769 Adult Learning for Distance Education (3 cr.)**

Adults form the largest group of participants in most distance educational programs. An understanding of adult learning and the principles of instruction that relate to adults are critical ingredients to an understanding of distance education success. This course examines various approaches to adult learning and critically examines theories of adult learning including a) pedagogy; b) constructivism; c) individualized instruction; d) learner control; and e) motivational theories of adult learning and development. Students will study the development of adult learning as school of thought in contemporary education as well as recent research focusing on methods important for adult learning success, especially related to distance education.

**CET 788 Educational Computing Research Project (2 cr.)**

The design of significant action research in an area of computer education and technology. Prerequisite CET 785

**CET 790 Seminar (2 cr.)**

A study of specialized aspects of educational computing and technology.

**CET 792 Special Topics: (topic to be determined by request) (1-3 cr.)**

Advanced study covering topics not regularly taught in the computer education and technology program.

**CET 795 Practicum (3 cr.)**

Supervised computer education or computer technology experiences in K-12 classroom or schools. (Requires advisor approval)

**CET 798 Thesis (4 cr.)*****MSET Specializations***

By selecting the electives designated below, you may specialize in either Distance Education or Technology Systems. These specializations are indicated on the official transcript.

**Distance Education**

- CET 747 Web & ITV Based Applications of Dist Ed (3 cr. hr.)
- CET 749 Policy and Management of Distance Education (3 cr. hr.)
- CET 769 Adult Learning for Distance Education (3 cr. hr.)

**Technical Systems**

- CET 747 Web & ITV Based Applications of Dist Ed (3 cr. hr.)
- CET 750 Multimedia II (2 cr. hr.)
- CET 753 Network Management in Educational Institutions (3 cr. hr.)
- CET 758 Advanced Instructional Programming (2 cr. hr.)

***K-12 Educational Technology Endorsement***

If you hold or are eligible for teaching certification you may earn the K-12 Educational Technology Endorsement by completing specified courses within the MSET program. These courses include:

- LT 716 Systematic Design of Instruction (3 credits)
- LT 731 Multimedia Production (3 credits)
- LT 741 Introduction to Distance Education (3 credits)
- LT 785 Research Methods in Educational Technology (3 credits)
- CET 720 Evaluating Technology Outcomes (3 credits)
- CET 726 Technology in the Curriculum (3 credits)
- CET 751 Computer Hardware and Networking Essentials (3 credits)
- CET 756 Introduction to Instructional Programming (2 credits)
- CET 765 Leadership in Technological Change (2 credits)

## PROGRAM REQUIREMENTS SUMMARY

REQUIRED COMMON CORE (Shared between USD and DSU)	Taught by	Number	Credits (15)
Principles of Learning for Instructional Technology	USD	LT 712	3
Systematic Design of Instruction	USD	LT 716	3
Multimedia Production	DSU & USD	LT 731	3
Introduction to Distance Education	DSU	LT 741	3
Research Methods in Educational Technology	DSU	LT 785	3
REQUIRED DSU COURSES		Number	Credits (10)
Evaluating Technology Outcomes		CET 720	3
Computer Hardware and Networking Essentials		CET 751	3
Introduction to Instructional Programming		CET 756	2
Leadership in Technological Change		CET 765	2
ELECTIVES	Specializations (9 cr. each)	Number	Credits (11)
Technology in the Curriculum		CET 726	3
Web and ITV-Based Applications of Distance Education	Distance Ed. & Technical Systems	CET 747	3
Policy and Management of Distance Education	Distance Ed.	CET 749	3
Multimedia II	Technical Systems	CET 750	2
Network Management in Educational Institutions	Technical Systems	CET 753	3
Advanced Instructional Programming	Technical Systems	CET 758	2
Social Impact of Computer Technology		CET 760	2
Adult learning for Distance education	Distance Ed	CET 769	3
Educational Computing Research Project		CET 788	2
Seminar		CET 790	2
Special Topics in Computer Education & Technology		CET 792	1-3
Practicum		CET 795#	1-3
Thesis		CET 798	4

# - Students registering for Practicum must obtain approval from their advisor

## DSU Master's Course Rotation Schedule (8/15/03)

Course #	Title	Fall '03	Spr '04	Sum '04	Fall '04	Spr '05	Sum '05	Fall '05	Spr '06	Sum '06
<b>Common Core of Courses</b>										
LT 712 (3)	Principles of Learning for Inst. Tech.	USD-D	USD-D?	USD-D	USD-D			USD-D		USD-D
LT 716 (3)	System Design of Instruction	USD-D	USD-D?	USD-D			USD-D		USD-D	
LT 731 (3)	Multimedia Production			DSU			DSU			DSU
LT 741 (3)	Introduction to Distance Learning		DSU-D			DSU-D			DSU-D	
LT 785 (3)	Research Methods in Educational Technology	DSU-D			DSU-D			DSU-D		
<b>DSU Required Courses</b>										
CET 720 (3)	Evaluating Technology Outcomes		DSU-D			DSU-D			DSU-D	
CET 751 (3)	Computer Hardware and Networking Essentials			DSU			DSU			DSU
CET 756 (2)	Intro to Instructional Programming	DSU-D			DSU-D			DSU-D		
CET 765 (2)	Leadership in Tech Change		DSU-D			DSU-D			DSU-D	
<b>DSU Elective Courses</b>										
CET 726 (2)	Technology in the Curriculum			DSU-D			DSU-D			DSU-D
*CET 747 (3)	Web and ITV Based Applications of Distance Education	DSU-D			DSU-D			DSU-D		
CET 749 (3)	Policy and Management for Distance Education			DSU-D			DSU-D			DSU-D
CET 750 (2)	Multimedia II	DSU-D		DSU-D			DSU-D			DSU-D
CET 753 (3)	Network Management in Educational Institutions			DSU			DSU			DSU
CET 758 (2)	Adv Inst Programming		DSU-D			DSU-D			DSU-D	
CET 760 (2)	Social Impact of Comp Tech				DSU-D			DSU-D		
CET 769 (3)	Adult Learning for Distance Ed.		DSU-D			DSU-D				
CET 770 (2)	Special Topics									
CET 787 (V1-3)	Practicum	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.
CET 788 (2)	Ed Comp Research Project	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.
CET 796 (4)	Thesis	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.	ARR.

\*Also required as part of technology systems specialization

D=Distance Delivered

## Assessment/Evaluation Activities

Students will be evaluated at specific checkpoints throughout the program. Assessment will include:

- course grades
- evaluation of the exit portfolio by a committee of faculty and external reviewers.

## Course Grades

Course grades are used as an indirect measure of student attainment of specific program goals and objectives. The program's goals, objectives, and student outcomes have been mapped to specific program courses. DSU Policy requires students to maintain a 3.0 student GPA in the program, receive no grades below a C, and have no more than 2 grades of a C. If students do not maintain the required "B" average students will be placed on academic probation and given the opportunity to raise their GPA to 3.0 within the next nine credit hours. If students do not raise their GPA to 3.0 they will be suspended from the program. If they receive more than 6 credits of "C" or any grade lower than a "C" students are suspended from the program. Students may appeal the suspension. If students have questions regarding grading, they should review the Satisfactory Progression Policy (DSU Policy 05-34-00) or speak with their advisor.

## Exit Portfolio

The MSET Exit Portfolio is the final student product the program. The portfolio should cause students to reflect on what courses and project experiences they found useful and how they applied to their professional work. It provides an opportunity for students to display their progress over the course of the program. It will also be used as a tool for presentations to co-workers, employers, and future employers. The portfolios are also important to the MSET program as dynamic documents, which can be used to determine the quality of the program.

## Expectations

Students are required to construct a web-based portfolio that exhibits key elements of their work. The portfolio should begin with a self introduction and biographical information. It should include a guiding or organizational structure, table of contents, or an overview that gives context to the portfolio layout. Portfolios will include: a philosophy statement that introduces their beliefs regarding technology's role in teaching and learning; key themes that reflect their philosophies and exemplify the program objects; and selected products developed in their courses.

Students must also provide a 12-15 minute presentation of their portfolio, highlighting their philosophy of professional technology application for student learning, accomplishments, and/or significant products. This presentation may be made via telephone conference call, interactive video, or on site.

Students should review the portfolio guidelines early in their program. MSET Plans of Study require listing course products and program objectives met by the course. There is also a mid-program review of their Plans of Study to ensure they are continuously developing their portfolio products. The Guidelines and the evaluation rubric used by the

committee are available at [http://www.departments.dsu.edu/gradoffice/MSKET\\_current\\_mscet\\_current.html](http://www.departments.dsu.edu/gradoffice/MSKET_current_mscet_current.html). The MSET Program Coordinator will remind students in their final semester that the portfolio is due and schedule presentation dates.





## *Non-Program Graduate Course Offerings*

*Not all courses are offered each academic semester.*

## Art

### **ART 651 Intermediate and Advanced Ceramics 1-3 Credits**

Intermediate and advanced techniques of building and throwing; study of technical and aesthetic relationships in the medium of clay. Prerequisite: ART 251, ART 451 or equivalent, and consent of instructor.

## Business Administration

### **BADM 593 Workshop 1-3 Credits** Workshop in Business Administration.

## Computer Education

### **CED 500 Integrating Computers into K-12 1-3 Credits**

The integration of technology into classroom for K-12 teachers will be emphasized. Presentation packages, web creation and management software, and suites of productivity software will be used to facilitate the integration of the technology into the classroom. Prerequisite: Baccalaureate degree and teaching experience.

### **CED 592 Special Topics 1-3 Credits** Topic or field of special interest in computer education.

## Computer Science

### **CSC 592 Special Topics 1-3 Credits** Topic or field of special interest in computer science.

## Education

### **ED 540 Writing Assessment at the K-12 Level 1 Credit**

This course covers writing traits and assessments for K-12 students. Emphasis will be on the application of teaching writing skills.

### **ED 550 Motivation and Classroom Discipline 2 Credits**

This course is designed to enable classroom teachers to clearly and firmly communicate their wants and needs to their students. It will prepare teachers to respond in a manner which will maximize their potential to deal more effectively with elementary or secondary students. Prerequisite: approved for graduate level course work.

### **ED 555 Adolescents: Managing Instructional Processes 4 Credits**

Designed to enhance the preparation of elementary and secondary school educators in the field of middle school education. Guided by a review of the literature, the course will include characteristics and needs of middle school students, description and implementation of exemplary middle school practices and programs.

### **ED 592 Special Topics 1-4 Credits** Topic or field of special interest in Education.

### **ED 574 Introduction to Telecommunications for K-12 Educators 2 Credits**

The course is designed to assist practicing teachers in using and integrating telecommunications technology in curriculum restructuring. Emphasis will be placed on internet access for retrieval, development and evaluation of curriculum materials, and participation in education electronic discussion groups. Prerequisite: Consent of instructor.

**ED 650 Adolescents: Learners & Their Behaviors 4 Credits**

Designed for experienced elementary and/or secondary school teachers seeking to meet SD Division of Education requirements for Middle School/Junior High School teacher endorsement. Prerequisite: Baccalaureate degree and teaching experience.

**ED 665 Development of Computer Integrated Curricula 1-3 Credits**

This course is designed to assist teachers in developing a computer-integrated curriculum in varying content areas. Prerequisites are a degree or endorsement in teaching, at least one course in computer application plus approval by the instructor

**ED 745 Supervision/Collaboration for Student Teachers 3 Credits**

Designed specifically to meet the needs of those engaged in mentoring pre-service and novice teachers. The emphasis is on effective supervision and collegial, collaborative, and professional development procedures as determined by research and experience. Prerequisite: teacher certification and three years of professional teaching experience.

**Education Administration****EDAD 782 School Improvement and Administration Relations 3 Credits**

Addresses the extensive research relating to the effective school movement. Pertinent conceptualizations and research related to school climate, instructional leadership, focus, and the establishment of school/teacher expectations will be discussed. Research based tools and skills will be employed as well as essential processes for communica-

tion with administrators and teacher's organizations.

**Educational Research****EDER 711 Principles of Educational Measurement and Assessment 3 Credits**

This course covers reliability, validity, item analysis, standardized group tests, and other issues relative to the use of educational and psychological measures. Attitudes, aptitudes, achievement, career, and personality measures are also examined. Performance assessment and computer applications are also introduced.

**Elementary Education****ELED 550 Writing to Read 1-3 Credits**

A computer-based methods of teaching which combines reading and writing for the beginning reader. Participants will experience a primary school lab setting.

**English****ENGL 592 Special Topics 1-3 Credits**

Graduate-level study of an aspect of language or literature. Prerequisite: A completed undergraduate major in English or in language study or consent of instructor.

**ENGL 692 Special Topics 1-3 Credits**

Topic or field of special interest in English for Information Systems.

**History****HIST 692 Special Topics in History 1-3 Credits**

Topic or field of special interest in history, such as South Dakota history, culture and society. Prerequisite: Bachelor's degree

## Humanities

### CHUM 650 Computing for the Humanities 3 Credits

A study of computer applications in the humanities such as analysis of texts, arranging data from research, and formatting for printing and desktop publishing. The course can be taught via the Internet. Prerequisites: An undergraduate major in the humanities or a minimum of 24 semester hours coursework in the humanities and an understanding of operating systems; in addition, when the course is taught via Internet, a thorough familiarity with mainframe electronic mail.

## Library Media

### LIBM 692 Special Topics 1-4 Credits

Covers selected topics in information needs, information seeking, information technology, information evaluation, and information use. Topics vary from semester to semester.

## Mass Communication

### MCOM 550 Advanced Electronic Publishing 3 Credits

This course will expand the student's knowledge of electronic publishing layout, and publications design. This course will use specialized computer software and hardware to enhance the student's abilities with computerized layout and design. Prerequisite: ART 121, MCOM 350, ART 291 or equivalent experience

**MCOM 592 Special Topics 1-3 Credits**  
Topic or field of special interest in mass communications, such as electronic publishing.

**MCOM 692 Special Topics 1-3 Credits**  
Topic or field of special interest in electronic publishing.

## Mathematics

### MATH 593 Mathematical Workshop 1-3 Credits

Training in the form of a workshop to further content knowledge in one or more areas of mathematics and to increase participants ability to apply mathematical ideas and techniques to solve problems.

## Music

**MUS 600 Computers and Music Technology 1 Credit**  
Study of several areas of contemporary computer usage in music: notation, MIDI, sequencer, performance, and CD-ROM, Internet, etc. Prerequisite: Undergraduate music major or equivalent background or study.

## Science Education

### SCED 592 Special Topics 1-3 Credits

**SCED 635 Computers in the Mathematics Classrooms 2 Credit**  
To assist elementary, middle school and secondary teachers in using computers in the mathematics curriculum. Open only to elementary, middle and secondary teachers and administrators. Some knowledge and skill with computer spreadsheets is required.

**SCED 645 Science Education for Elementary Teachers 1 Credit**  
Science concepts are presented with appropriate activities and learning situations. Complete the activities using materials and equipment that are prepared in the class or are provided. Follow-up discussions focus on related activities

using the same concept. The development of an activity in the classroom and an analysis of that activity in a research report format is required for completion of the course.

**SCED 655 Facilitating Science Education for Elementary Teachers 1 Credit**

Methods involving science concepts are presented with appropriate methods of teaching science using hands on activities. Participants take part in a simulated class situation using video and other materials together with equipment prepared for the course. This course is designed to train facilitators for future lab courses in science for elementary teachers. Facilitators will learn appropriate classroom activities related to the science education lab courses. Follow-up discussions focus on the appropriate methods of teaching and concepts. The final requirement for the course is the facilitation of a complete science education lab course with at least six teacher participants and a report of the course and analysis of the materials used. Prerequisite: experienced teacher and permission of instructor.

**SCED 656 Science Education for Secondary Teachers: A Guided Study Tour of Chemistry-based Industries in the Midwest. 1 Credit**

A guided study tour of several regional industries which use chemistry in their daily operation. Emphasis is on gaining first-hand knowledge of the applicants of chemistry in the industrial community and integration of this information into the middle/high school curricula. Prerequisite: Bachelor's degree and preparation for teaching science in middle/high school.

**SCED 665 Science for Elementary Teachers: Curriculum Integration Emphasis 1 Credit**

Science concepts are presented with appropriate activities and learning situations. Particular emphasis is placed on integration of mathematics together with language arts into the science concepts and activities. Participants complete the activities using materials and equipment from PROJECT SMILE or are prepared for the course. Follow-up discussions focus on the integration of mathematics and language arts with science at appropriate grade levels. Prerequisite: SCED 645

**SCED 692 Special Topics in Science/Math Education 1-3 Credits**

Participants will undertake individual and group projects, investigating selected topics in science/math education. Prerequisite: A Baccalaureate degree and qualifications to teach at the K-12 level.

## **Sociology**

**SOC 675 Human Relations 1-3 Credits**

This course covers content necessary for certification of elementary and secondary teachers. Using discussion and small group activities, the focus of the course will be on developing: awareness and understanding of the values, lifestyles, contributions, and history of a pluralistic society; the ability to recognize and deal with dehumanizing biases; the ability to translate knowledge into appropriate attitudes and response; the ability to recognize the ways in which dehumanizing biases may be reflected in instructional materials; respect for human dignity and individual rights; and the ability to relate effectively to other individuals and to groups in a pluralistic society. The ultimate goal is to prepare

teachers for the K-12 classroom setting and related environment. Prerequisite: Baccalaureate degree

### **Special Education**

#### **SPED 533 Resources and Materials for Gifted Education 3 Credits**

A review and evaluation of materials appropriate for the gifted learner with emphasis on published material, computer software, and teacher made materials. Fifty hours of collaborative research required. Prerequisite: Bachelors degree and current teaching status.

#### **SPED 540 Theory and Application for Creative Teaching and Learning**

**3 Credits**

This course prepares the teacher to use techniques in open-ended problem solving, utilizing library resources and audio/visual materials, and integrating computer and multimedia technology. Fifty hours of collaborative research required. Prerequisite: Bachelors degree and current teaching status.

**SPED 592 Special Topics 1-3 Credits**  
Topic or field of special interest in special education.

### **Theatre**

**THEA 692 Special Topics 1-4 Credits**  
Graduate-level study of theatre production, history, or theory. Prerequisite: Baccalaureate degree.

## *Graduate Policies and Masters Degree Requirements*



## **Graduate Policies and Masters Degree Requirements**

The following information is presented in alphabetical order and is meant to serve as a general guide. Since degree requirements may vary with the program, students should become familiar with the specific requirements of their degree programs. Copies of all DSU Graduate Policies are available in the Graduate Programs Office and on-line at [http://www.departments.dsu.edu/hr/newsite/policiesNew\\_procedures.htm](http://www.departments.dsu.edu/hr/newsite/policiesNew_procedures.htm).

### **Admission to Candidacy**

Admission to a graduate program is not the equivalent of acceptance as a candidate for a master's degree. Students must file an Application to Candidacy document with the Graduate Programs Office during the semester prior to their final semester (second to the last semester). The Application to Candidacy indicates students have reached the final stages of degree completion. Failure to submit this form can result in a delay in graduation. Applications are available in the graduate office and online <http://www.departments.dsu.edu/gradoffice/currentframe.html>.

### **Advising**

Graduate students have final responsibility for success in their chosen master's program. However, upon admission to a graduate program, all students will have an academic advisor assigned. Students may ask to have their advisors changed. Advisors have the following primary functions:

- guiding their advisees in the preparation of their Plans of Study ;
- providing accurate and timely information and appropriate referral;
- preparing their advisees for assessment activities;
- reviewing and approving their advisees Applications for Candidacy; and
- serving as primary contact within the university.

Students should meet with their advisors early in their first semester to become acquainted, to discuss the academic program, and to complete a Plan of Study. MSET students must also meet with their advisors in the semester in which they are scheduled to complete their first 18 credit hours in order to undertake a review of their Plans of Study.

### **Appeal/Grievance Procedure**

Administrative officers of the University have the responsibility and authority to make decisions within their respective areas of jurisdiction. However, it is the policy of the university to allow students to appeal academic and administrative decisions. Students should first discuss any concern with the professor or official directly responsible for the area involved. If the matter cannot be resolved at that level, it should be taken to the dean of the college in which the graduate program resides or to the official's immediate supervisor. If the matter cannot then be resolved, students may file a grievance with the Graduate Programs Office. Graduate Council will hear graduate student appeals and grievances. For more information see the DSU Appealing Academic and Administrative Decisions Policy 03-30-00 <http://www.departments.dsu.edu/hr/newsite/policies/033000.htm>.

**Application for Graduation**

Students who are candidates for graduation, as indicated in the Application to Candidacy document, must file an Application for Graduation Form with the Graduate Programs Office by midterm in the semester of their intended graduation. Application forms are available in the Graduate Programs Office and on-line through the Current Students page of the Graduate Office website. Submission of this form on time is essential for graduation.

**Assessment/Final Evaluation of Graduate Experience**

While progress toward a graduate degree is continually assessed, every graduate program will include a final integrative performance-based experience to evaluate and assess the quality of the learning experience of each student. Assessment activities vary with the program. Examples of final assessment activities include: comprehensive examinations; capstone projects; oral examination of the thesis; external certification examinations; portfolio review by external auditors; and a summary conference. Such activities help students integrate the separate parts of the total educational experience. More information on the nature of the assessment experience within each program is available in the graduate programs section of this bulletin.

**Auditing a Class**

No credit is given for audited classes, but audited courses will be listed on the transcript. Course prerequisites are the same for audit as for credit. Auditors will not be permitted to take credit examinations for the audited course. The credit hours of audited classes are not counted in the course load for that semester. Regular per credit tuition and fees are charged on any audited class.

**Candidacy**

See **Admission to Candidacy**

**Certification of Program Completion**

See **Eligibility for Graduation**

**Change of Grade**

Course instructors initiate grade changes. The Dean of the College in which the course is taught and the Vice President for Academic Affairs must approve the change. A change from an "I" to a letter grade requires only the signature of the instructor.

**Changing Class Schedules**

Courses may be dropped or added within the official published drop/add period. Graduate students may drop or add course by notifying the Graduate Programs office via email or by using WebAdvisor (unless, the class to be dropped is the only class that semester). The late start date of some graduate classes may necessitate asking the Vice President for Academic Affairs for permission to drop a class. Permission will be given if the request is made within a proportionate time period.

**Class Schedules**

See **Changing Class Schedules**

**Course Loads**

Full-time enrollment for graduate students is nine (9) credit hours per academic term (summer, fall, and spring). Maximum course load for which students can register without permission is twelve (12) credit hours. To register for classes in excess of the maximum course load, students must have the approval of their program coordinators. Part-time enrollment is anything under nine (9) credit hours; half time is five (5) credit hours. A course load that includes an integrative project course or a thesis may be considered the equivalent of either full or part time (depending upon how many other courses are being taken).

**Credit and Coursework Options*****Transfer Credits***

Academic courses completed for credit at regionally accredited colleges and universities are generally eligible for transfer, if such courses are applicable to the student's degree program. Each graduate program will determine the applicability of the graduate courses proposed for transfer credit. Requests for transfer credit should accompany the Plan of Study. All transfer documentation must be completed by Candidacy. Normally, only 600-level or above courses with a grade of "B" or better may be transferred into the Plan of Study (TTL is an exception). Courses will be accepted as meeting graduation requirements if the courses parallel requirements for the specific master's degree or if the courses meet elective requirements. Courses will be evaluated on a course-by-course basis. Students who wish to take courses at another college or university and transfer them to their degree program at DSU must obtain prior permission from the dean of the program in which their program resides and/or from their program coordinator (program dependent).

***Independent Study***

Independent Study credits are permitted at the graduate level with the approval of the instructor and the dean and only if it was not possible to take the course when it was offered, and to wait to take it the next time it is offered will cause an undo delay in graduation or create problems with course sequencing. Prior to the course being offered, the Graduate Council must approve a syllabus for that particular course.

***Credit for Classes Offered via Alternative Delivery Methods***

Graduate credit may be obtained for graduate courses taken via alternative delivery systems, such as Internet and television on the same basis as other transfer credits.

***Credit by Examination***

Graduate students may petition their program committee to receive credit by examination for that course. The "Application for Credit by Examination" form is available in the dean's office or the Graduate Programs Office. If the petition is approved, an exam is prepared and administered by the faculty person teaching the course. A successful challenge requires a grade of "B" or better on the exam. However, the course grade will be recorded as CR and will not be used in figuring GPA.

***Credit for Work Experience***

No credit will be offered for prior work experience.

***Credit for Correspondence Courses***

No credit will be given for correspondence courses, except under extraordinary conditions and with the prior approval of the dean.

***Credit for Undergraduate Classes Taken As a Graduate Student***

Graduate students who wish to take an undergraduate course may do so. However, no undergraduate course will meet a graduate requirement. Nor will an undergraduate course count in a Plan of Study or be used in calculating graduate GPA. Total undergraduate and graduate hours must not exceed the maximum hours permitted for the graduate course load.

**Eligibility for Graduation/Certification of Program Completion**

The Graduate Programs Office Director reviews the files of students who have submitted an Application for Graduation file to confirm that they have met (or will meet by the graduation date) the following requirements:

1. They have successfully completed (or will complete) all courses listed on their Plans of Study within the 5-year time limit.
2. They have maintained a GPA of at least 3.0 (a "B" average), with no more than 6 credit hours of a "C" grade and no grade below a "C" in their program coursework.
3. They have met regental standards for residency.
4. They have satisfactorily completed all required integrative assessment activities.

Students meeting or on schedule to meet these requirements will be certified eligible for graduation, and their names will be forwarded to the Board of Regents. A post-graduation ceremony audit is undertaken to verify that all requirements were met as planned. When all requirements have been met, the Graduate Program Director informs the Registrar's office to certify graduation.

**Evaluation**

See **Assessment/Final Evaluation of Graduation Experience**

**Good Academic Standing**

See **Satisfactory Progression/Good Academic Standing**

**Grade Change**

See **Change of Grade**

**Grade Deletion/Replacement**

See **Grading**

**Grading**

The following grade definitions are used in the graduate programs:

A – Exceptional	4.00 grade points per semester hour
B – Good	3.00 grade points per semester hour
C – Average	2.00 grade points per semester hour
D – Unsatisfactory	1.00 grade points per semester hour
F – Failure	0.00 grade points per semester hour
AU – Audit	Does not calculate into GPA
W – Withdrawal	Does not calculate into GPA
I – Incomplete	Does not calculate into GPA
NP – Normal Progress	Does not calculate into GPA
EX – Credit by Exam	Does not calculate into GPA
CR – Credit	Does not calculate into GPA

Graduate students must maintain a 3.0 grade point average in all courses included in their Plans of Study, with a grade of “C” in no more than 6 credit hours of their courses. No grade below a “C” is acceptable for graduate work. Students who receive a “D” or “F” will be suspended.

Students who are readmitted to the program after academic suspension must repeat any course with a “D” or “F” grade. The grade on the repeated course will replace the original grade and will be used in calculating GPA. Students may not repeat a course more than once.

Grade deletion, deleting all grades for a semester, is not permitted for graduate degree programs.

**Graduation**

See **Application for Graduation**  
And **Eligibility for Graduation**

**Grievance Procedure**

See **Appeal/Grievance Procedure**

**Incomplete Grade**

Course instructors may award Incomplete “I” grades after consulting with the students for whom the “I” grade appears appropriate. The grade will be given to students who have successfully met the major portion of the course requirements, but for reasons beyond their control are unable to complete the requirements. Potential failure is not an acceptable reason.

**Independent Study**

See **Credit and Coursework Options**

**Normal Course Load**

See **Course Loads**

**Plan of Study**

A Plan of Study is an agreement between students and the college offering the degree program that formally shows all the course work and the semester in which each course will be taken. It shows how the course requirements for the particular master's degree will be met. All graduate students must prepare a Plan of Study with their advisors in their first semester as a degree-seeking student. The original is forwarded to the Graduate Programs Office to be used to track satisfactory progress. Plans of Study can be revised at any time.

MSET students must meet again with their advisors in the semester in which they complete their first 18 credit hours to do a program review.

**Probation/Suspension**

Students who do not maintain the required "B" average will be placed on academic probation. Probationary students must raise their GPA to 3.0 in the next nine credit hours to remain in their degree program. Students who do not raise their GPA to 3.0 will be suspended from the program. Students who receive more than 6 credits of "C" or any grade lower than a "C" will be suspended automatically from the program.

*Appeal*

Students wishing to contest probation or suspension may appeal the decision, following the grievance procedure established by DSU: Appealing Academic and Administrative Decisions 03-30-00 <http://www.departments.dsu.edu/hr/newsite/policies/033000.htm>. Graduate Council will hear all grievances. Students should consult the Graduate Programs Office for details.

*Reinstatement*

Students suspended for academic reasons may seek reinstatement after two academic terms by submitting a formal request for reinstatement, along with a supporting statement of explanation, to the Graduate Programs Office. The request shall be acted upon according to the established procedure for application to the program.

**Program Requirements**

Credit hour requirements vary with the specific degree program. In general, a master's degree requires completion of a minimum of 30 graduate-level credit hours. Program specific credit hour requirements can be found in the Graduate Programs section of this bulletin.

**Progression**

See **Satisfactory Progression**

**Reactivation**

See **Reentry/Reactivation**

**Readmission**

Students who withdraw from the university must apply for readmission through the Graduate Programs Office at least one month prior to registration for that semester. If they undertook any graduate work at another institution during the intervening time, they

must furnish the Graduate Programs Office with the transcripts. The admissions committee for each graduate program will make readmission decisions for that program. The program description in effect at the time of readmission will apply. Students seeking readmission may have to supply updated application materials.

### **Reentry/Reactivation**

Students who withdraw prior to the start of classes in their entry semesters may reactivate their original applications within one year, by notifying the Graduate Programs Office Director in writing that they wish to reactivate their files. Their applications will be forwarded to the next program admission committee meeting for discussion. In the absence of evidence indicating they should not be admitted or other extenuating circumstances that limit enrollment, their original admissions will prevail.

### **Registration**

#### ***Continuous Registration Requirement***

Graduate students must maintain continuous registration in their degree programs. They can meet this requirement by registering for at least one course each academic term (summer, fall, and spring semesters) until all requirements for the degree are completed. If they are unable to take a course in a particular semester, they must register for a program sustaining credit that semester. Students who do not maintain continuous registration will be suspended from the program.

#### ***Registration and Academic Records***

The Graduate Programs Office is responsible for registering graduate students and maintaining and safeguarding their official files. Graduate students are responsible for selecting courses that meet the requirements of their program and follow their Plans of Study. Students should meet regularly with their advisors to discuss course selection and course loads. Graduate students may register electronically following procedures established and disseminated by the graduate office. This includes using email to the graduate office and registering for distance courses through the Office of Distance Education's (E-Education Services) Website <http://www.departments.dsu.edu/disted/newsite/registration.htm>. Because of the way graduate courses are scheduled and delivered, graduate students may find it difficult register using WebAdvisor.

### **Repeating a Course/Grade Requirement & Grade Deletion**

See Grading

### **Requirements**

See Program Requirements

### **Residency**

A "course in residence" is one offered by a degree-granting regental institution at any of its approved sites (including distance courses), using any approved method of delivery. Courses that are part of a formal collaborative agreement among institutions are considered "in residence."

The Board of Regents has established guidelines for the proportion of coursework in a graduate program that must be earned in residence. The graduate credit hours required in residence are program-specific and dependent upon the credit hour requirements for that particular program. Students who plan to earn graduate credit through off-campus courses should check the specific program requirements. Courses that have a campus requirement are specified in the graduate catalog.

### **Satisfactory Progression/Good Academic Standing**

Graduate students must make satisfactory progress each academic year toward completion of their graduate degrees. Satisfactory progression means students are continuously registered and on track to complete the program within the five-year time limit. Graduate students must remain in good academic standing. Good academic standing requires that graduate students maintain a 3.0 GPA in all courses included in their Plans of Study, receive grades of "C" in no more than 6 credit hours, and receive no grades lower than a "C".

### **Suspension**

See Probation/Suspension

### **Time Limits**

All graduate students must complete their degree program coursework within a period of five (5) years, beginning with the semester in which they register for their first program course. Transferred courses and pre-program experimental courses are counted from the completion date of the course. Each degree Program Committee has established criteria upon which to base exceptions and will make the exception decisions.

### **Transfer**

See Credit and Coursework Options

### **Withdrawal from a Class**

Students may withdraw from a class, and receive a "W" grade for that course, after the end of the official drop/add period until the last day of the withdrawal process as published in the Academic Calendar <http://www.departments.dsu.edu/registrar/catalog/schedule/>. A "W" grade does not affect GPA. Withdrawal from classes after the published date is permitted under extenuating circumstances with the approval of the Dean and Vice President for Academic Affairs. Anticipated course failure does not count as an extenuating circumstance. Refunds will not be given for single classes dropped during the withdrawal period.

### **Withdrawal from the Program**

Students who wish to withdraw from their degree programs should contact the Graduate Programs Office, so that the notification process can be coordinated. All appropriate offices and persons will be made aware of the withdrawal. The effective date of withdrawal is the date such a request is initiated. Failure to officially withdraw will result in failing grades for all semester courses.



Students who wish to withdraw after being admitted and registering for class but prior to the start of class must notify the Graduate Programs Office. They may ask to have their application held for up to one year. After that time, they will have to reapply for admission.

## *University Policies*

## University Policies

Please note that the South Dakota Board of Regents is engaged in a system-wide STUDENT Project, designed to merge the separate institutional student databases into a single database. Most of the policy changes resulting from this project are reflected in the catalog; however, some changes are still pending approval. Students should consult their advisor and/or dean of their college for the most current policy information.

### Academic Integrity

#### Basic Standards

Registration at Dakota State University requires adherence to the University's standards of academic integrity. The following examples represent some basic types of behavior that are unacceptable:

1. **Cheating:** using unauthorized notes, study aids, devices, or information on an examination; altering a graded work and resubmitting the work for regrading; presenting another person's work as your own. Cheating also includes aiding and abetting academic dishonesty, for example: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines, defining the appropriate methods for collecting or generating data, and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaboration on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
6. **Unauthorized Access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

**Procedures**

Once a faculty member suspects a student of academic dishonesty, or another student reports an act of academic dishonesty, there is a defined process for proceeding. By following the procedure, both the student(s) and faculty member(s) concerned are protected. The faculty member's responsibilities and the student's rights are as follows:

**The process**

1. Each faculty member has the responsibility and authority to deal with violations of academic dishonesty occurring within his/her classroom/laboratory setting. The faculty members' responsibility begins with the course syllabus. In the syllabus, each faculty member must include his or her academic integrity policy and the implication of violating that policy OR reference the Trojan Handbook code of conduct. If a faculty member has reason to believe that a violation has occurred, he/she will evaluate the available evidence, including visiting with the student(s) involved, in an effort to reach a finding. If the faculty member finds the student(s) guilty of academic dishonesty, he/she will take appropriate action to impose sanctions such as a failing grade on the examination, paper, project or in extreme cases failure of the course. Any action taken in regard to academic dishonesty is at the discretion of the faculty member.
2. Suspected cases of academic dishonesty should be reported to the course instructor. Any student suspecting but not reporting cases may be included in any subsequent hearing for aiding and abetting academic dishonesty.
3. In the event of sanctions imposed by a faculty member for academic dishonesty, the student may immediately appeal the sanctions through the Academic Integrity Board.
4. If the student appeals the sanctions imposed by a faculty member, they must file the appeal within two weeks of finding out about the imposed sanctions. The Academic Integrity Board will schedule a review of the case within one week of receiving the appeal. The Board will evaluate the appeal and recommend a course of action to the Vice President for Academic Affairs. This recommendation may include: overturning the sanctions, agreement with the faculty members' course of action, or further sanction against the appealing student(s) up to and including suspension from the university.
5. A faculty member may request that a student's file be reviewed at their bi-semester meeting. If the file is reviewed at this meeting, and additional sanctions are given to the student, then the student may appeal the committee's decision to the Vice President for Academic Affairs.
6. The Vice President for Academic Affairs will be the final arbiter in any dispute of academic honesty.
7. All findings of the Academic Integrity Board will be forwarded to the Dean of Students. The Dean of Students will be the depository of information for the Board. The findings of the Board may be used in Disciplinary Board Hearings at the discretion of the Dean of Students. Disciplinary Board decisions will not be available for the Academic Integrity Board. Therefore, while the findings of the Disciplinary Board hearings are not available to the Academic Integrity Board, the findings of the Academic Integrity Board do become part of the student's overall Disciplinary Record.

8. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending, or in which a finding of academic dishonesty has been made.

### **Student Rights and Responsibilities**

The enforcement of academic integrity lies with the general faculty of Dakota State University. In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights.

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. The faculty member will provide the student with a written statement of the specific academic integrity violation.
3. The student will have two weeks from the date of formal notification in which to file an appeal.
4. The student will be provided an appeal hearing or meeting with the Academic Integrity Board at which time the student involved may be heard and the accuracy of the charge determined.
5. At any stage of the proceedings, the student may be accompanied by a fellow student, a faculty member, or another individual of the student's choosing. This person may not take part in the proceedings except as a witness if that individual's testimony is deemed relevant by the Academic Integrity Board. The student must speak on his or her own behalf.

### **Faculty and Administrative Responsibilities**

In order to implement these principles of academic integrity, it is necessary for the administration and faculty to take certain steps that will discourage academic dishonesty and protect academic integrity. Those steps include:

1. Examination security—Each faculty member or college office should safeguard examination security.
2. Testing Procedures—Faculty should take all feasible efforts to secure the testing area.
3. Instructors should inform students of the academic requirements of each course. Such information may appropriately include (a) notice of the scope of permitted collaboration, if any; (b) notice of the conventions of citation and attribution within the discipline of the course; and (c) notice of the materials that may be used during examinations and on other assignments.

### **Sanctions**

All proven cases of academic dishonesty will be penalized as appropriate under the circumstances. Sanctions beyond a failing grade may only be imposed following a hearing by the Academic Integrity Board. The imposition of any sanction should include a statement of reasons supporting it. Any student appearing before the Academic Integrity Board a second time and found guilty a second time will receive the highest level of sanction, which is expulsion from the university.

Sanctions include:

1. A letter of reprimand.
2. A defined period of academic probation, with or without the attachment of conditions.
3. A defined period of academic suspension, with or without the attachment of conditions.
4. Expulsion from the university.

Academic probation and academic suspension appeals will be directed to the Vice President for Academic Affairs.

### **Bulletin Changes**

The policies, regulations, and procedures of the academic programs and student services described in this bulletin are subject to change.

### **Computing Privileges**

The use of computers and related technologies, including hardware, software, and courseware, is a privilege. The Director of Computing Services is authorized to extend the privilege of using appropriate computing and related hardware, software, and courseware to persons who are: members of the faculty; members of the student body; members of the staff; participants in workshops, short courses and similar approved activities and projects; members of an entity that has contracted for the use of computing resources; or teachers, administrators, or students of a K-12 school that has a working agreement with DSU for such services.

1. All persons who wish to use a computing service provided through Dakota State must agree to comply with the following rules:
  - A. Users will not use another's user code or password.
  - B. Users will not access the files of any other user without the prior consent of the other user. Authority to access, create, modify, or delete information contained on another user's machine files must be granted explicitly. The capability to access does not imply the authority to access. Any willful unauthorized access of information is a violation of the ethical standards of Dakota State University and may also be a violation of certain state or federal statutes.
  - C. Users will comply with all provisions of software or coursework copyrights unless a specific waiver is authorized by the President of the institution.
  - D. Users will utilize computing resources only for authorized administrative, educational, research or other scholarly activity, or a project approved by the Director of Computing Services.
  - E. Users will establish server functions on their machines only when granted permission by the Director of Computing Services.
  - F. Users will abide by directives concerning the consumption of WAN bandwidth.
  - G. Users will comply with all applicable federal, state, and local laws.
  - H. Users will abide by the EDUCOM "Ethical Use of Computing Resources" statement which has been adopted by Dakota State University.

- I. Users will abide by the Acceptable Use Policy of any network accessed through the university's computing and communications environment.
- J. Users will exhibit appropriate behavior. Inappropriate behavior includes, but is not limited to:
  - excessive playing of computer games; game players who are heavily utilizing computing resources
  - attempting to modify or remove computer equipment, software or peripherals without proper authorization.
  - accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer used for access or the computer accessed is owned by the university.
  - circumventing or attempting to circumvent normal resource limits, login procedures, and security regulations.
  - using computing facilities, computer accounts, or computer data for purposes other than those for which they were intended or authorized.
  - sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading another user's electronic mail without permission.
  - sending any fraudulent electronic transmission, included but not limited to fraudulent requests for confidential information, fraudulent submission of electronic purchase requisition or journal vouchers, and fraudulent electronic authorization of purchase requisition or journal vouchers.
  - violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data or reports without proper, recorded authorization.
  - using the university's computing resources to harass or threaten others.
  - taking advantage of another user's naivete or negligence to gain access to any computer account, data, software, or file.
  - physically interfering with another user's authorized access to the university's computing facilities.
  - encroaching on another user's ability to make authorized use of university computing resources, including but not limited to:
    - sending excessive messages, including electronic chain letters
    - printing excessive copies of documents, files, data, or programs
    - modifying system facilities, operating systems, disk sub-directories
    - damaging or vandalizing university computing facilities, equipment, software or computer files
  - disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the owner.
  - reading another user's data, information, files, or programs on a display screen, as printed output, or via electronic means, without the owner's explicit permission.

2. Charges for the use of computing services may be assessed by the Director of Computing Services with the approval of the President. Computing services supporting student instruction, faculty development, and DSU administration will normally be provided without charge. However, charges may be assessed for computing services in support of sponsored research; non-academic, personal, or consulting projects; and off-campus projects. Charges may include the costs associated with issuing the user a university identification card. The President may waive any charge for a particular individual or group of users.
3. Software available at Dakota State University includes copyrighted programs developed by DSU staff and programs licensed from a variety of vendors. It is expected that all faculty, staff, students and campus guests will use any software — whether or not supplied by Dakota State University — only in accordance with license agreements and copyright provisions applicable to the specific software package.
4. DSU faculty, staff and students who knowingly violate any software license agreement or copyright provision will be disciplined as described in #5 below. Such discipline shall not exempt the individual from applicable civil or criminal remedies available through federal or state judicial proceedings.
5. DSU faculty, staff and students learning of any misuse of software or related documentation, unauthorized information access, or inappropriate behavior should immediately notify the Director of Computing Services, a College Dean, or the Vice President of Student Affairs. Upon receiving a report of the misuse of the computing privilege, the member of the administration will:
  - A. Take immediate steps to verify if there is misuse and ascertain the circumstances of the reported or observed incident.
    1. If the misuse or suspected misuse involves students, then the Director of Computing Services and the Vice President for Student Affairs should be notified immediately.
    2. If the misuse or suspected misuse involves faculty, staff, or off-campus personnel, then the Director of Computing Services and the Vice President for Academic Affairs should be notified immediately.
  - B. Assist the Director of Computing Services in preparing a report of the misuse or suspected misuse to the Vice President for Academic Affairs and President within five working days.
  - C. The Director of Computing Services may immediately suspend the computing privileges of any person who makes inappropriate use of the computing resources of Dakota State University. A report of all actions associated with the suspension of computing privileges will be provided to the Vice President for Student Affairs in the case of student violations, and to the appropriate Executive Council member in the case of faculty or staff violations within two (2) working days of the suspension action. Within seven (7) working days the Vice President for Student Affairs or the appropriate Executive Council member must either initiate formal disciplinary proceedings or reinstate the computing privileges. To appeal a



decision, students should refer to DSU Policy 02-20-00, Appealing Academic and Administrative Decisions, and faculty/staff should refer to the Board of Regents Policy 4:7 (faculty), 4:8 (exempt) or 4:9 (CSA).

6. While use of the facilities is not restricted solely to faculty, staff, and students, the priority of user access varies depending on class schedules, user status and other factors. The following sections define those priorities and factors.

#### Facility Status

DSU computing facilities are divided into two classes - general access computing facilities and limited access computing facilities. General access computing facilities are available for use by all authorized users except when reserved for class usage. Limited access facilities are available to a specific subset of authorized users. A list of general access and limited access facilities is available from Computing Services. This listing will be updated by Computing Services as changes occur.

#### Scheduled Classes

Classes scheduled through the Office of Enrollment Services take priority over all other usage of general access computing facilities. Regular class schedules will be listed on the boards outside each computing lab at the beginning of each semester. It will be the user's responsibility to check the scheduled class hours and vacate the lab prior to the time class is scheduled. One-time use and special classes are scheduled through the college offices. Whenever possible, such usage will be posted in advance. In all cases, non-participating users may be asked to vacate the lab when activities scheduled through the Office of Enrollment Services or the college office are in progress.

#### General Access

Any general access computing facility that is not scheduled for a class is available for use by faculty, staff, and students during regular posted hours of operation. During periods of general access, the following rules and priorities apply:

- A. Persons registered/enrolled in a class/workshop scheduled by the university have priority over other users. In the event that all computers are occupied, any user that cannot display a valid DSU identification may be asked to move or cease using the computing facilities at the request of a user with a valid student ID. Normally the group sponsoring the workshop is expected to schedule sufficient computing time to meet the needs of enrollees.
- B. All users of the computing facilities must comply with all pertinent DSU policies, including the Computing Privileges Policy (#03-61-00) and the Use of University Facilities Policy (#01-75-00). Of particular importance are those policies concerning copyright and smoking. The use of DSU computing facilities by any individual whose sole purpose is to make a profit is prohibited, except for those exceptions outlined in the Use of University Facilities Policy (#01-75-00).

## Drug-Free Environment

It is the policy of Dakota State University to create and maintain a work and study environment that is free from the unlawful manufacture, distribution, possession or use of controlled substances.

## Emergency School Closings

Emergency closing of the university due to weather, mechanical malfunction or other reasons will be announced on KJAM radio (103.1 FM or 1390 AM) which is the institution's designated emergency announcement station.

## Financial Aid Policies - Graduate Student Federal

### Financial Aid Policy And Programs

Students must be admitted as regular students to a graduate degree program and enrolled at least halftime in order to be eligible for any Federal aid programs. The minimum graduate enrollment requirement is the same as the academic graduate enrollment requirement for full and half-time status; 9 credit hours per term is full time and 5 credit hours per term is half-time.

Students are considered for Federal Work –Study and Federal Perkins Loans on a first come first serve basis, however, funding is limited. Federal Stafford Loans are awarded throughout the academic year to eligible graduate students. All Federal aid program eligibility is determined from the results of the Free Application for Federal Student Aid (FAFSA). This is required to be filed every year a student is requesting assistance through Federal aid. In addition to the current year FAFSA results, a DSU financial aid application is required to apply for summer financial aid eligibility.

Graduate Students are required to maintain Financial Aid Satisfactory Academic Progress to continue to receive Federal Financial Aid. Satisfactory Academic Progress for financial aid purposes is evaluated separately from institutional academic policy. Satisfactory progress for Financial Aid involves an assessment of the quality of the student's performance, determined by grade point average, and a calculation measuring the number of credits successfully completed of credit hours attempted.

Students must maintain a cumulative minimum grade point average of 3.0 in all graduate credits while receiving Federal financial aid and pass 70% of the total hours attempted during the academic year. Financial Aid Satisfactory Academic Progress is measured annually at the end of the spring semester for all students who are financial aid recipients.

### Maximum Hours

The U.S. Department of Education has established a limit on the number of credit hours a student can attempt and still remain eligible for Federal Student Aid. This limit is based on 150% of the credit hours needed to complete the degree for which the student is pursuing.

### Type of Degree

### Maximum Credit Hours Attempted

Master of Science in Information Systems (30-42-hour program)	45-63
Master of Science in Educational Technology	
(36-hour program)	51

A student, who does not meet the requirements listed above upon the annual evaluation, will be placed on Financial Aid Suspension.

**Appeal of Financial Aid Suspension** - Students are ineligible to receive Federal Financial Aid if they do not meet the DSU Financial Aid Satisfactory Academic Progress Policy. Students wishing to appeal a suspension must submit a completed DSU Financial Aid Suspension Appeal Form, available from the Office of Enrollment Services to the Director of Financial Aid. Students filing an appeal will be notified in writing of the action taken upon their appeal.

**Reinstatement of Eligibility** - Students whose appeal is denied, or who choose not to appeal, can reestablish eligibility by enrolling at least half-time at their own expense and successfully completing all classes they are enrolled at a 3.0 or higher. Once this standard is met, students must submit a letter requesting reinstatement of financial aid on probation for a future enrollment term and provide to the Director of Financial Aid. No requests for future financial aid will be considered until this requirement is met and a written notice of reinstated eligibility is received from the Director of Financial Aid. While reinstated on Financial Aid Probation, the minimum grade point average requirement is still 3.0 and passing of 100% of attempted coursework is completed.

## **Financial Obligations**

One expectation by the University of its students is that they keep their financial affairs in good order, including meeting financial obligations on time. Students whose accounts with the institution become delinquent cannot be issued a transcript nor receive a degree and are subject to disciplinary action. Failure to correct a delinquent account can result in termination of enrollment. Delinquent accounts are subject to late fees and interest. In addition, they may be placed with a collection agency. Any collection costs or late fees will be paid by the student.

## **Grade Appeal Process**

It is the obligation of each instructor to inform students at the beginning of each course of the objectives, requirements, performance standards and evaluation procedures for the course. This information should be in writing and incorporated into the current syllabus for the course. (See Academic Integrity policy for issues dealing with academic dishonesty.)

If a student believes that the final grade assigned in a course was inappropriate, he/she may appeal that grade by filing a formal grade appeal within two weeks of the start of the next academic session. Appropriate grounds for a grade appeal include:

1. Assignment of a grade on some basis other than the student's performance and participation in the course, or
2. Evaluation of his/her work, using more stringent or demanding criteria than were applied to other students in the class, or
3. A major departure from the instructor's published or announced standards for assigning grades.

To begin the appeal process, the student should detail his/her concerns in writing to the instructor and should request a meeting with the instructor to discuss the matter. The official Grade Appeal Form (found on the DSU web site or at the College office) should

accompany the student's letter to the instructor. This meeting between the instructor and the student should be scheduled as soon as possible after the written notice is received. This meeting may be conducted in person, by phone, or via e-mail.

The instructor should provide his/her decision on the grade appeal to the student within two weeks of the student's letter to the instructor. The instructor's decision should be provided in writing to the student and should be accompanied by the official Grade Appeal Form.

If the student feels that the issue has not been resolved, the student may ask the dean of the college offering the course to act as a mediator. The student must provide to the dean the original documentation provided to the instructor, the signed Grade Appeal Form, the student's written notification from the instructor, and any additional pertinent information within two weeks after receiving the instructor's decision.

The dean shall attempt to mediate the matter in consultation with the instructor and the student. The mediation process will begin by the dean requesting a written statement from the instructor. The dean shall notify the student and the instructor of his/her decision within two weeks of the student's letter to the dean. The dean's summary should be provided in writing to the student and the instructor and should be accompanied by the official Grade Appeal Form.

If the grievance still remains unsettled in the opinion of the student, the student must then advise the Vice President for Academic Affairs in writing within two weeks after receiving the dean's decision. The Vice President for Academic Affairs shall appoint a committee of three faculty members and two students to study the matter and make recommendations to the Vice President for Academic Affairs.

The Vice President for Academic Affairs shall notify the instructor and the student of his/her decision within two weeks of receipt of the recommendation from the committee.

### **Grade Point Average Definition**

The following grade point averages are calculated each academic term (Fall, Spring, Summer).

**Institutional GPA** - based on credits earned at a specific Regental university. Utilized to determine if degree requirements have been met and to determine Honors Designation at Graduation.

**System Term GPA** - based on credits earned at any of the six Regental universities within a given academic term (Fall, Spring, Summer). Utilized to determine minimum progression status.

**Transfer GPA** - based on credits earned and officially transferred from an accredited college or university outside the Regental system. When a letter grade that normally calculates into the grade point average exists for a non-academic course (e.g. credit earned via examination), it will be included in the transfer GPA.

**Cumulative GPA** - based on all credits earned by the student (transfer credit plus system credit). Utilized to determine minimum progression status and to determine if degree requirements have been met.

## **Grade Reports**

Final grades will be reported for all students. Final grades are available to students via telephone or on-line, generally one week after the end of the semester. Each student receives information on how to access his/her grades in the mail prior to the end of their first semester at DSU. Each student's initial access information will be used for every semester. Hard copies of final grades can be provided upon request for students seeking employer reimbursement.

## **Late Registration**

A student registering later than the official registration period, as designated in this bulletin or paying tuition and fees later than the established deadlines may be accessed a late fee. Late registration is possible only through the seventh class day of the fall and spring semesters or through the first 10% of class days for a summer session and for courses meeting less than a full semester. The academic calendar is published in the university catalog and on DSU's web site.

## **Privacy of Student Records**

The Family Educational Rights and Privacy Act of 1974 is a federal law, which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

Dakota State University accords all the rights under the law to any person enrolled as a student. No individual or organization outside the institution shall have access to nor will the institution disclose any information (except directory information) from students' educational records without the written consent of students except to the following personnel: employees of the institution as designated by the President; officials of other institutions in which students seek to enroll; organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests; persons or organizations providing student financial aid; accrediting agencies carrying out their accreditation function; persons in compliance with a judicial order; and persons in an emergency in order to protect the health or safety of students or other persons.

Within the University, only those members, individually or collectively, acting in the students' educational interest are allowed access to student records.

At its discretion, the institution may provide the following directory information in accordance with the provisions of the act: student name, address, e-mail address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Student Services Office in writing no later than the 15th day of each semester that the student is enrolled. Authorization to withhold directory information must be filed each semester.

Further details related to this policy are found in DSU policy manual, which is available on line at [www.departments.dsu.edu/hr/newsite/policiesNew\\_procedures.htm](http://www.departments.dsu.edu/hr/newsite/policiesNew_procedures.htm).

## **Registration for Courses**

### **Course Numering System**

Every course has a two, three or four letter prefix indicating the academic discipline and a three-digit number indicating the academic year in which the course is intended to be taken:

500 level courses	Entry-level graduate courses (may be dual listed with 400-level undergraduate course and may include limited enrollments by undergraduates)
600 level courses	Graduate-level courses (undergraduate enrollment only by exception)
700 level courses	Graduate-level courses (graduate students only)

## **Sexual Harassment**

Sexual harassment means unwelcome verbal or physical sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is prohibited. Individuals at Dakota State University have the right to an environment free from sexual harassment.

## **Student Right To Know**

Information related to campus crime statistics and completion rates for athletes and student cohorts is available upon request from Enrollment Services.

## **Transcript Policy**

All current and former students of Dakota State University are entitled to official transcripts of their work at DSU unless the student has an outstanding obligation to the university. Students may obtain an official transcript of their academic record at Dakota State University and all Board of Regents institutions by requesting the transcript in writing from the Office of Enrollment Services. The charge is \$5.00 per transcript. If a student is delinquent in the payment of any bill due the University, the transcripts will be withheld until the bill is paid or the transcript is released by the Registrar on the advice of the Vice President for Administration.

## **Withdrawal**

**Class** - A student may withdraw from a class any time from the end of the official drop/add period until the date published as last day to withdraw in the academic calendar. Students who withdraw during this time period earn a "W" in the course. The "W" grade does not affect the student's grade point average. Students are allowed to withdraw from specific classes after that time except under extenuating circumstances and only with the approval of the Vice President for Academic Affairs. Anticipated course failure does not constitute an extenuating circumstances.

**University** - When a student withdraws from all their courses in any academic term, they also withdraw from the University. If a student is enrolled at more than one Board of Regents institution, the student must withdraw from all courses at all institutions. The Graduate Programs Office must be contacted in order to initiate a student's withdrawal from the University and to notify all appropriate university offices of that withdrawal. **The effective date of withdrawal is the date the student initiates the withdrawal process officially**, either verbally or in writing, with the Graduate Programs Office at DSU. The student must also contact the appropriate office at all institutions enrolled to complete the withdrawal process. Failure to officially withdraw will result in failing grades in all courses, forfeiture of any possible refund of charges, and impacts federal financial aid eligibility. Additionally, a student is withdrawn from the University if classes have begun and the university has administratively withdrawn the student for reasons such as non-payment of tuition and fees, disciplinary sanctions, etc. For more information on Refund Eligibility following withdrawal from school, see the Refund and Return of Federal funds policy section of this document or the University catalog.

### **Refund and Return of Federal Funds**

- A. Refund for Dropped Course** - A student receives a 100% refund of tuition and fees for dropped courses within the drop/add period as outlined in the academic calendar each term. Any course meeting during a standard semester which meets for less time than the standard semester shall be treated as a non-standard semester course for refund purposes. *No refund shall be provided for courses dropped after that time by other than administrative action.* Courses offered during summer school session are considered non-standard courses. The refund schedule for non-standard terms of enrollment is outlined in the academic calendar for that term.
- B. Refund for Complete Withdrawal from the University or SD Board of Regent University Consortium Enrollment**
- ☐ The South Dakota Board of Regents Refund Policy determines the refund" calculation used for any student withdrawing from the university (or SD Board of Regents consortium enrollment) *during the first sixty percent of the term.*
  - ☐ Students who withdraw, drop out, or are expelled from the institution *within the drop/add period of the term, first through the seventh day of the enrollment period*, receive a 100% refund of tuition and fees.  
**Exception:** Students with a room contract and or a Food Service Meal Plan who withdraw from the institution will receive a proportional refund at the time of withdrawal up to the 60% point after which no refund is available.
  - ☐ Students who withdraw, drop out, or are expelled from the institution *after the seventh day of a standard term of enrollment for which they are assessed*, may be entitled to a refund as set forth in the University catalog. Also, see the exception noted above.
  - ☐ Students who withdraw *after sixty percent of the term has been completed"* *receive no refunds.*



1. **Students Who Do Not Receive Federal Title IV Financial Aid** - Students who do not receive Federal Title IV financial aid and withdraw from a university may be entitled to a refund of tuition and fees and institutional charges calculated through sixty percent of an enrollment period. The refund shall be determined by computing the percentage of an enrollment period remaining after the date of withdrawal times the tuition and fees and institutional fees originally assessed the student. Dates of withdrawal will be determined in the same manner as is done for students receiving Title IV federal financial aid. At no time will refunds be awarded after the 60% point of the enrollment period.
2. **Students Who Receive Federal Financial Aid** - The U. S. Department of Education requires all institutions to use the Return of (Federal) Title IV Funds Regulation as our policy used in calculating refunds for students who receive Federal Title IV student financial aid withdrawing from school during the first sixty percent of the term. Title IV funds refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Federal Stafford Loan, Unsubsidized Stafford Loans, Parent Loans for Undergraduate Students (PLUS), Federal Perkins Loans, Federal Pell Grants, Federal Supplemental Grants and other Title IV Assistance.

A student's **withdrawal date** is 1). When the student *began* the withdrawal process or *officially notified DSU of intent to withdraw by contacting the DSU Graduate Office*; or 2). The Graduate Office becomes officially aware the student ceased attendance without providing written notification to the university because of illness, grievous personal loss, other such circumstances beyond the student's control, the date on which the university determines is related to that circumstance; or 3). The date the student fails to meet the terms of a repayment agreement while maintaining his or her eligibility for Federal funds; **or** 4). The midpoint of the period for a student who leaves without notifying DSU; **or** 5). The date on which a student begins an academic leave of absence (DSU does not have academic leaves of absence) **or** 6). At DSU's option, the student's last documented date of academically-related activity.

Return of Title IV Funds is based on "earned" and "unearned" financial aid as related to the period of time the student is enrolled. Institutional charges comprise the amounts that had been assessed (paid or unpaid) and are **not** used in determining the Return of Title IV funds for a withdrawing student. During the first 60% of the period (academic term) a student "earns" Title IV funds and other applicable aid on a per diem prorated manner based on a percentage of the enrolled period by dividing the number of days a student attended by the number of days in the period. Calendar dates are used, except breaks of at least 5 days are excluded from the calculation. A student who remains enrolled beyond the 60% point *earns* all aid (100%) for the period.

The "**unearned**" Title IV funds must be returned to the aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned based on attendance in the enrollment period. Uncoverable charges are derived from the unearned percentage calculation for the period multiplied by the institutional charges.

**Repayment of unearned aid** is first paid by any unearned (refunded) institutional charges. *The student owes the difference between the total unearned amount and the refunded institutional charges.*



**Return of (Federal) Title IV funds**, by programs disbursed, are allocated in the following order: Unsubsidized Federal Stafford Loan, Federal Stafford Loan, Federal Perkins Loan, PLUS Loans, Federal Pell Grant, Federal Supplemental Grant, other Title IV assistance, other federal sources of aid, other state, institutional, and private aid, and last to the student.

### **Responsibilities**

- ☐ *DSU is responsible for providing information on the Return of Title IV Funds” policy and procedure to students. Procedures for 100% withdrawal from DSU” are available in the Office of Student Services which includes steps to exit the” university and to document your official withdrawal date. DSU is also responsible to complete calculations of the Return of Title IV Funds for federal financial aid recipients who are withdrawing from DSU and to return any Title IV funds to the respective (Federal) Title IV fund accounts.*
- ☐ The student is responsible to repay any Title IV funds that the student was” determined to be ineligible for via the Return of Title IV funds calculation.

### **Return of Title IV Funds Examples**

**Example A:** Student withdraws on the 27th of a 108-day period for a 25% earned financial aid disbursement. The institutional charges were \$1,600. The total Title IV aid disbursed was \$2,400, with \$1,600 going to institutional charges and \$800 going to the student.

Earned aid :  $\$2,400 \text{ (aid disbursed)} \times .25\% = \$600$

Unearned aid to be returned:  $\$2,400 - \$600 = \$1,800$

Unearned percentage:  $100 - 25\% \text{ (earned)} = 75\% \text{ unearned}$

Uncoverable charges:  $75\% \text{ (unearned)} \times \$1,600 \text{ (charges)} = \$1,200$

The institutional share is the lesser of \$1,800 (unearned aid to be returned) and \$1,200 (uncoverable charges).

The student’s share is  $\$1,800 \text{ (unearned aid)} - \$1,200 \text{ (uncoverable charges)} = \$600$

Thus, the total \$1,800 Return of Title IV Funds has the institutional share of \$1,200 (75% of \$1,600 used for payment) and the student share of \$600 (75% of \$800 paid to student).

**Example B:** Same as A, except the student withdraws on the 65th day of a 108 day period (60.2%). No Return of Title IV Funds calculation is needed since the withdrawal date is after the 60% point of the enrollment

### **C. Refunds of Residence Hall and Food Service Fees**

- 1. Residence Hall Fees** - Students with a room contract who withdraw from the institution will receive a proportional refund at the time of withdrawal up to the sixty percent point after which no refund is available.
- 2. Food Service Fees** - Students with a food service contract who withdraw from the institution will receive a proportional refund at the time of withdrawal up to the sixty percent point after which no refund is available. The balance of flex plan dollars will be refunded at 100%.

### D. Military Service—Withdrawal Without Penalty

Students required to withdraw from state supported institutions before completing a semester may receive credit or refund privileges if they are regularly enrolled and belong to a military unit called for duty or are drafted and not eligible for deferment, and, the discontinuance of class attendance is on the last practicable day before reporting for duty as determined by the college or university in which they are enrolled. Eligible students who are required to report for military duty not earlier than four 4 calendar weeks prior to the date a semester ends as stated in the official catalog of the institution, or after completion of at least seventy-five per cent 75% of the enrollment period in a non-standard semester course, may, when authorized by the instructor, be given full credit for all courses for which they have an average of "C" or better. Eligible students who receive credit or an incomplete for any course for which they are enrolled shall not be entitled to any refund of tuition or fees paid. Eligible students who do not receive an incomplete or credit for a course in which they are enrolled shall be entitled to a full refund of tuition and academic fees.

#### Options for Final Grades and Refunds

##### Weeks Remaining in Standard Term

	More Than 4 Weeks	Less Than 4 Weeks
Course Grade	Refund	Student Option
A	Refund	A or Refund
B	Refund	B or Refund
C	Refund	C or Refund
D	Refund	Refund
F	Refund	Refund
P	Refund	P or Refund
I	Refund	I or Refund

Note: Course Grade is as determined by the instructor, either the grade to date or the final grade earned to date.

### Alcohol and Other Drugs

**Introduction** - This statement is provided to students, faculty and staff of Dakota State University in compliance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. The enclosed information reviews standards of conduct established by the South Dakota Board of Regents and the University regarding the unlawful manufacture, possession, use or distribution of alcohol, controlled substances or marijuana. Legal sanctions under local, state and federal law for the unlawful possession, use or distribution of these substances are described, as are institutional sanctions. Information regarding health risks and treatment or rehabilitation services is also provided. All members of the campus community are encouraged to familiarize themselves with this material.

**Policy** - The South Dakota Board of Regents strictly prohibits the unlawful manufacture, possession, use or distribution of alcohol, marijuana or controlled substances by its students or employees while on property controlled by the Board or while participating in any capacity in activities or employments sponsored by it. No possession, use or

distribution of alcohol, marijuana or controlled substances is permitted on the campuses or Regental institutions except where specifically authorized by Board policy. Violation of this policy will result in disciplinary action up to and including Disciplinary Suspension.

## *Administration*

## South Dakota Board of Regents

### Officers for 2003-04

President: Harvey C. Jewett, IV  
 Secretary: Randy Morris  
 Vice President: Rudy Nef  
 Student Regent: Tonnis H. Venhuizen  
 Dr. Robert T. (Tad) Perry, Executive Director

Richard Belatti .....	Madison
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Rudy Nef .....	Milbank
Carol Pagones .....	Sioux Falls

Board of Regents  
 State of South Dakota  
 306 E. Capitol Ave., Suite 200  
 Pierre, SD 57501-3159

## Governance and Organization of the University

Dakota State University is governed by the South Dakota Board of Regents and operates under the policies and regulations of the Regents. The President is the chief executive officer of the University. The principal officers of the University are the Vice President for Academic Affairs, the Vice President for Business Affairs and Administrative Services, Vice President for University Advancement and the Vice President and Dean for Student Affairs. The general faculty oversees the policies and regulations governing academic and student affairs of the university. Committees are elected or appointed to address matters of importance to students and the faculty.

## General Administration

President .....	Jerald A. Tunheim
Vice President for Academic Affairs .....	Cecelia Wittmayer
Vice President for Business and Administrative Services .....	Marilyn Fowlé
Vice President for Student Affairs .....	Terrance Ryan
Vice President for University Advancement .....	Rick Smith

## Services Staff

Carrie Ahern .....	Assessment Specialist
Sandy Anderson .....	Registrar
Steve Bartel .....	Director of Student Activities
Keith Bundy .....	Director of Student Development
Amy Crissinger .....	Director of Admissions
Laurie Dennis .....	Director of Graduate Programs
Amy Dockendorf .....	Controller
Tom Gioglio .....	Director of Athletics
Deb Gearhart .....	Director of E-Education Services
Nancy Grassel .....	Director of Human Resources
Rosie Jamison .....	Director of Financial Aid
Pat Keating .....	Director of Physical Plant
Marie Lohsandt .....	Director of Career Services & Placement
Steve Martin .....	Native American Advisor/Diversity Services
Wayne Pauli .....	Director of Center of Excellence
Jona Schmidt .....	Director of Advancement & Alumni Services
Dawn Schoeberl .....	Director of Bookstore
David Zolnowsky .....	Director of Computing Services

## Library Staff

Ethelle S. Bean .....	Director, Associate Professor
Dustin Larmore .....	Technical Services Librarian, Instructor
Todd Quinn .....	Reference Librarian, Instructor
Risë Smith .....	Public Services Librarian, Professor

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Todd Quinn .....	Reference Librarian, Instructor
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## Graduate Faculty

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M.S., University of Illinois  
Ph.D., University of Arizona

\* Associate Member

## Academic Calendar

## Academic Calendar

Fall and spring terms are 16 weeks in length: from early September through December, and early January through mid-May.

Summer sessions vary in length from 4 weeks, 8 weeks or 15 weeks from May through August. Courses are available on the main campus in Madison or through the USDSU campus in Sioux Falls. Courses are also available through the E-Education Services, which coordinates the Internet and Dakota Digital Network offerings.

### Fall Semester 2003

March 31	Current Student pre-registration for Fall & Spring 2003-2004
Aug. 31 (Sunday)	8:00 am                      Residence Halls Open
Aug. 31- Sept. 1 (Sun & Mon)	Tuition and fee payment for new students in Dakota Prairie Playhouse
Sept. 1 (Mon.)	Labor Day
Sept. 2 (Tues.)	8:30-11:30      New Student Orientation (undergraduate) 8:00-11:30      Mass Registration for new students (Science Center)
Sept. 2-3 (Tues. & Wed.)	Tuition & fee payment for continuing students in Dakota Prairie Playhouse
Sept. 3 (Wed.)	8:00 a.m.          Classes begin
Sept. 3 - Sept. 12	Drop/Add for <b>full semester</b> courses
Sept. 5 (Fri.)	4:00 pm          Deadline for payment of tuition and fees to avoid cancellation of registration
Sept. 5 (Fri.)	Last day to drop a class in person and receive 100% refund for <b>first half semester</b> classes
Sept. 7 (Sun.)	Last day to drop a class using on-line Web Advisor and receive 100% refund for <b>first half semester</b> class
Sept. 12 (Fri.)	Last day to register for classes Last day to register for any fall class to determine financial aid eligibility Last day to add a class (full semester courses only) Last day to drop a class and receive 100% refund (full semester courses only)
Oct. 6 (Mon.)	Last day to withdraw from a Fall 2003 <b>first half semester</b> class
Oct. 13 (Mon.)	Native Americans' Day - no classes
Oct. 22 (Wed.)	Last day of <b>first half semester</b> courses
Oct. 23 (Thurs.)	8:00 a.m.          2nd half second classes begin
Oct. 27 (Mon.)	5:00 p.m.          Mid-term deficient grades due in Enrollment Services
Oct. 27 (Mon.) courses	Last day to drop a class and receive 100% refund for <b>second half semester</b>
Nov. 5 (Wed.) University	Last date to withdraw from University and be eligible for a refund of charges based upon federal regulations and Board of Regents policy
Nov. 10 (Mon.)	Last day to withdraw from a <b>full semester</b> class or school
Nov. 10 (Mon.)	Fall Assessment Day - no daytime classes; 5:00 p.m. and later classes will meet
Nov. 11 (Tues.)	Veterans' Day Holiday - no classes
Nov. 15 (Sat)	Praxis II testing
Nov. 26 (Wed.)	Last day to withdraw from a Fall 2003 <b>second half semester</b> class
Nov. 27-30	Thanksgiving holiday - no classes <b>Please note: Thanksgiving holiday begins 5:00 pm on Nov. 26</b>
Dec. 14 (Sun.)	Commencement - Dakota Prairie Playhouse
Dec. 15-19	Final examination period
Dec. 19 (Fri.)	Semester ends Residence Halls Close - 5:00 pm
Dec. 24 (Wed.)	5:00 p.m.          Final grades due to Enrollment Services

**NOTE:** Dates are subject to changes. Changes will be communicated to campus via electronic mail, campus newspaper, DSU Events Calendar, or other means as appropriate.

**Spring Semester 2004**

Jan. 6 (Tues.)	Residence Halls Open
Jan. 7-8 (Wed. & Thurs)	8:00-11:30 Mass Registration for new students (Science Center) Tuition & Fee payment in Dakota Prairie Playhouse
Jan. 8-18	Drop/Add for <b>full semester</b> courses
Jan. 8 (Thurs.)	8:00 am Classes begin
	8:00-4:00 Tuition and Fee Payment in Dakota Prairie Playhouse
Jan. 12 (Mon.)	4:00 Deadline for payment of tuition and fees to avoid cancellation of registration
Jan. 13 (Tues.)	Last day to drop a class and receive 100% refund for <b>first half semester</b> classes
Jan. 16 (Fri.)	Last day to register, add a class or drop & receive 100% refund in person for <b>full semester</b> class
Jan. 18 (Sun.)	Last day to register for classes on-line using Web Advisor for <b>full semester</b> class Last day to register for any spring class to determine financial aid eligibility Last day to add a class on-line using Web Advisor (full semester courses only) Last day to drop a class on-line and receive 100% refund (full semester courses only)
Jan. 19 (Mon.)	Martin Luther King Jr. Day - no classes
Feb. 13 (Fri.)	Last day to withdraw from <b>first half semester</b> classes
Feb. 16 (Mon.)	President's Day - no classes
Mar. 2 (Tues.)	Last day of <b>first half semester</b> classes
Mar. 3 (Wed.)	8:00 am <b>Second half semester</b> classes begin
Mar. 5 (Fri.)	5:00 pm Mid-term deficient grades due in Enrollment Services
Mar. 5 (Fri.)	Last day to drop a class in person and receive 100% refund for <b>second half semester</b> classes
Mar. 7 (Sun.)	Last day to drop a class using on-line Web Advisor and receive 100% for <b>second half semester</b> classes
Mar. 8-14	Spring Break
Mar. 15 (Mon.)	8:00 am Classes Resume
Mar. 28 (Tues.)	Spring Assessment Day - no daytime classes; 5:00 p.m. and later classes will meet
Mar. 23 (Tues.)	Last day to withdraw from the University and be eligible for a refund of University charges based upon federal regulations and Board of Regents policy.
Mar. 29 (Mon.)	Last day to withdraw from the University or a <b>full semester</b> class
April 18-21	Easter Holiday - no classes
	<b>Please note: Easter Holiday begins at end of class day, April 9</b>
April 13 (Tues.)	8:00 a.m. Classes Resume
April 15 (Fri.)	Last day to withdraw from <b>second half semester</b> classes
April 17 (Sat.)	Praxis II testing
May 3-7	Final examination period
May 7 (Fri.)	Semester ends
	Residence Halls Close - 5:00 pm
May 8 (Sat.)	Commencement - Fieldhouse
May 12 (Wed.)	4:30 pm Final grades due in Enrollment Services





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 E-Education Services ..... 256-5049  
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### Administrative

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 Business Affairs Office ..... 256-5127  
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 Computing Services ..... 256-5675  
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